



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance 19062

Proposed No. 2019-0376.3

Sponsors Balducci and Kohl-Welles

1 AN ORDINANCE adopting the 2019 King County real
2 property asset management plan in response to K.C.C.
3 20.12.100.

4 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

5 SECTION 1. Findings:

6 A. K.C.C. 20.12.100 requires the county executive to submit updates to the real
7 property asset management plan to the county council for approval every fourth year,
8 beginning on September 1, 2019.

9 B. The 2019 real property asset management plan is submitted by the executive
10 to fulfill K.C.C. 20.12.100.

11 SECTION 2. Ordinance 18428, Section 2, and K.C.C. 20.12.100 are each hereby
12 amended to read as follows:

13 The ((2016)) 2019 real property asset management plan, formerly called the
14 county space plan, dated ((March 1, 2016)) September 1, 2019, and consisting of real
15 property asset management policies, practices and strategies, including planning policies,
16 locations of county agencies and implementation plans, planned moves and references to
17 King County space standards, is adopted as a component of the capital facilities element
18 of the Comprehensive Plan. The real property asset management plan dated ((March 1,
19 2016)) September 1, 2019, shall guide facility planning processes, decisions and

20 implementation.

21 The executive shall update the current and future space needs and implementation
22 plans of the real property asset management plan and submit them to the council as
23 amendments to the real property asset management plan by September 1 of every fourth
24 year, beginning on September 1, 2019, and also within ninety days of any significant
25 change in the county space plan, such as a move, sale, purchase or other change, affecting
26 fifty thousand or more square feet of useable space.

27 SECTION 3. The Real Property Asset Management Plan dated September 1,
28 2019, included as Attachment A to this ordinance, is adopted.

29

Ordinance 19062 was introduced on 9/11/2019 and passed as amended by the
Metropolitan King County Council on 3/10/2020, by the following vote:

Yes: 9 - Mr. von Reichbauer, Ms. Lambert, Mr. Dunn, Mr.
McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles, Ms.
Balducci and Mr. Zahilay



KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Claudia Balducci, Chair

ATTEST:

Melani Pedroza, Clerk of the Council

RECEIVED
2020 MAR 17 PM 12:44
CLERK
KING COUNTY COUNCIL

APPROVED this 16 day of MARCH, 2020.

Dow Constantine, County Executive

Attachments: A. King County Real Property Asset Management Plan 2020-2023, dated March 10, 2020

King County Real Property Asset Management Plan 2020-2023



King County

King County

Department of Executive Services

Facilities Management Division

800 King County Administration Building

500 Fourth Avenue

Seattle, WA 98104

March 10, 2020



King County

King County

Department of Executive Services

Facilities Management Division

Anthony Wright, Director

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I. Executive Summary

The King County Real Property Asset Management Plan (RAMP) is a planning and policy document for the management of King County real property assets managed by the Facilities Management Division (FMD). The RAMP is an internal, strategic, and operational plan that includes space standards, current and future space needs and serves as a policy framework for county facility development and management. The counties facilities and real properties support the range of county activities and services across all departments and agencies, so the RAMP also serves as policy guidance for planning across county operations¹.

In accordance with county code², this document updates the 2016 RAMP which decoupled future RAMP updates from the King County Comprehensive Plan (KCCP). The 2019 RAMP updates the 2016 RAMP with:

- RAMP policy revisions,
- an updated inventory of county owned and leased properties,
- current locations of county agencies,
- projected future space needs,
- near term space plans for each building, and
- a proposed facility planning program to meet the county's needs in 2020-2023.

The 2019 RAMP also includes:

- a summary of major space usage and real property asset changes that occurred during 2016-2019,
- current status and outcomes of the 2016 RAMP space use strategies,
- a summary of the unanticipated new lines of business and real estate opportunities that emerged since the 2016 RAMP, and
- the major pending decisions that may impact space planning decisions in the coming years.

¹ Certain other county declarations of operational policy, e.g. King County Code, ordinance or King County Council-approved plans, supersede the RAMP.

² King County Code 20.12.100 currently addresses the RAMP as follows:

20.12.100 Real property asset management plan. The 2016 real property asset management plan, formerly called the county space plan, dated March 1, 2016, and consisting of real property asset management policies, practices and strategies, including planning policies, locations of county agencies and implementation plans, planned moves and references to King County space standards, is adopted as a component of the capital facilities element of the Comprehensive Plan. The real property asset management plan dated March 1, 2016, shall guide facility planning processes, decisions and implementation.

The executive shall update the current and future space needs and implementation plans of the real property asset management plan and submit them to the council as amendments to the real property asset management plan by September 1 of every fourth year, beginning on September 1, 2019, and also within ninety days of any significant change in the county space plan, such as a move, sale, purchase or other change, affecting fifty thousand or more square feet of useable space. (Ord. 18428 § 2, 2016: Ord. 17839 § 2, 2014: Ord. 17171 § 2, 2011: Ord. 15328 § 2, 2005: Ord. 14515 § 1, 2002: Ord. 10810 § 1, 1993).

The 2019 RAMP update was developed through the collaborative input and process of the entire Facilities Management Division and our county partners and clients. The County Executive's Real Estate and Major Projects Oversight Committee (REMPOC) has provided input and oversight, with an emphasis on updating policies to establish a framework for achieving creative solutions to meet the county's space needs, minimize the county's overall building footprint and related costs, while supporting exceptional county services.

The 2019 RAMP has been developed in full alignment with the King County Strategic Plan, Strategic Climate Action Plan, Equity and Social Justice Strategic Plan, and the 2018 update to the 2016 Comprehensive Plan. The 2020 updates to the Comprehensive Plan, Strategic Climate Action Plan, and Capital Facilities Plan are currently under development, but every effort was made to align the RAMP with known changes in those plans and to remain adaptable toward future countywide goals and initiatives. Further consideration has been given to the 2019-2020 county budget and all known departmental strategic plans that impact space planning.

The foundation of King County's Facilities Management Division is the mission to responsibly steward the County's public assets and to be an effective partner in delivering county services, with the vision to provide exceptional services and economically and environmentally sustainable work environments within a changing world. King County is an exceptionally dynamic workplace and regional leader, which requires flexibility to adapt to changing demands and concerns in our economy, environment and social needs with a foundation of solid policy to guide decisions for long term security. This RAMP strives to achieve both this flexibility and foundation.

II. Facility Management Policies

A. Policy Framework for King's County's Real Property Asset Management

Policies clarify what can and cannot be done in pursuit of an organization's objectives. They guide decision-making and facilitate solutions to recurring problems. Policies provide a basis for management control, promote consistency, and improve coordination.

The policy framework for the county's RAMP sets the direction for the management of real property assets consistent with the King County Strategic Plan. This framework ensures that real property assets and workspace activities demonstrate sound stewardship and value to county operations.

This 2019 RAMP provides an update to policies provided in the 2016 RAMP. It includes policy updates to reflect the changing needs and goals of King County; updates to policies related to sustainability and resource management; and includes a revised numbering system to improve organization and simplify future revisions.

B. RAMP Policies

RAMP policies, shown in *italics* below, are approved by the King County Real Estate and Major Project Oversight Committee (REMPOC), clarifying statements follow policies.

1. Real Property Asset Management Policies

- 1.1 *The RAMP consists of real property asset management policies, practices and strategies, locations of county agencies, planned moves, and references to King County space standards. The RAMP will be developed and implemented in a manner consistent with the county's Comprehensive Plan policies, and shall guide facility planning processes, decisions and implementation.*

Guides development and implementation of RAMP policies consistent with adopted county policies.

- 1.2 *The Facilities Management Division will consider Equity and Social Justice (ESJ) impacts, as well as financial benefits, when making investments in real estate assets.*

Equity and Social Justice impacts will be considered when determining if a property should be purchased, sold, or leased.

- 1.3 *The county's real property asset management strategy will support the King County Strategic Plan and agency/departmental business plans, and the county's Equity and Social Justice program by managing county-owned and leased space efficiently, economically, and with equity.*

Effective real property asset management, including property acquisition, operation, maintenance and disposition, requires alignment with the county's Strategic Plan and core business strategies. The county's real property is a significant resource. Managed well, it supports effective and efficient program delivery. The RAMP facilitates countywide analysis of impacts and informed decision making. As the county's real property manager, FMD routinely collaborates with county agencies to develop and manage assets to support short and long-term goals.

Moreover, the county's real property resources give King County the ability to promote public health, safety, and quality of life in its real property decision making. The county's real property asset management strategies have community, economic, and social impacts that extend beyond the direct financial impacts to the county. Use of an equity and social justice lens allows the county to utilize its influence to support access to the determinants of equity for the county's residents.

This policy is aligned with the King County Strategic Plan's "Efficient, Accountable Regional and Local Government" goal. It is also aligned with the King County Equity and Social Justice Ordinance 16948.

- 1.4 *The county will dispose of its underutilized and non-performing assets in a timely manner, reducing lost opportunity costs, risk exposure and maximizing benefit.*

Agencies should routinely review their assets. If a property is no longer needed, the agency should work with FMD to take steps to redeploy the asset, i.e., identifying alternative county uses for the property or to dispose of the asset by surplusizing it following the procedures established by the King County Code. Retaining the asset for an undetermined future need creates additional unnecessary costs and potential liability.

- 1.5 *Real property asset information should be comprehensive and readily accessible to support strategic asset planning, performance analysis, and budget setting.*

Only with accurate and up-to-date data can informed real property asset management decisions be made. The county must work to have the needed information comprehensive and readily accessible.

Using its existing systems, FMD is not able to efficiently manage its county-owned and leased property asset inventory as a coordinated program. Although the division is working to leverage the use of its existing systems, until a comprehensive asset management system is implemented, this policy will remain more aspirational than factual.

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

FMD follows standard methods of measurement prescribed by the Building Owners and Managers Association (BOMA). FMD uses Standardware Software, a BOMA product, which calculates area based on the 1996 BOMA-prescribed methods. Those standards define RSF as is the amount of space that is charged in standard lease terms, generally including common areas such as elevator lobbies, main hallways, and similar spaces shared by multiple tenants. USF is defined as the smaller area corresponding to the actual space dedicated to a tenant's use for their work processes. Comparing RSF alone cannot fully account for the relative utilization efficiency of work areas between different buildings; comparing USF alone cannot address fundamental differences in the efficiency of a building's design. Both are needed for comparison and analysis of buildings within the overall asset.

- 1.7 *Real property is managed in an environmentally and sustainably responsible manner, consistent with adopted county policies.*

Market experience over the last decade shows that sustainably developed buildings are not significantly more expensive than conventional buildings through construction but result in lower operating costs and longer building life. Studies also report increased occupant productivity and wellbeing. Management of individual property assets and the asset portfolio should consider the total impact on sustainability resulting from a particular action, decision, or project, and not narrow definitions of transactional cost. With sustainable and high-performance buildings, the lowest possible environmental impact is pursued.

2. Financial Policies

- 2.1 *All real property asset management policies, practices, and actions will be implemented in a manner consistent with the county's financial constraints, with alternatives evaluated for their countywide impact using life-cycle cost analyses.*

Life-cycle cost analysis (LCCA) is a method of assessing the overall cost of project alternatives. It is used to compare the costs of options, allowing selection of the lowest cost option that is consistent with quality and function. Where feasible, and consistent with the 2013 Green Building Ordinance, 2010 Energy Efficiency Ordinance, and 2015 Strategic Climate Action Plan (SCAP), LCCA should include the total range of costs over the asset life.

- 2.2 *In addition to fiscal notes, operating and capital improvement proposals transmitted to the King County Council will, where appropriate, include the full range of anticipated tenant improvements including furniture, fixture, equipment, building occupancy, relocation costs, and applicable required sustainability costs.*

When transmitted to the King County Council, proposals impacting either operating or capital budgets will include the full range of estimated project costs, including costs for new tenant improvements, furniture and support equipment, and moving costs. Proposals will transparently detail each potential cost category to the extent possible. Where costs are unknown or subject to change, the proposal will note them as such.

- 2.3 *Relocations, both within county-owned space or to or from leased space, will strive to be, at a minimum, cost-neutral; all short- and long- term costs will be evaluated to include the impact on the countywide utilization of office space.*

The county's commitment to fiscal sustainability requires an ongoing effort to reduce costs, therefore the direct costs of departmental and agency relocations and space reconfigurations are balanced against their long-term benefit. Cost-neutral means that the fully-loaded relocation cost (e.g., including move costs, new equipment, tenant improvements, and financing) pays for itself in the resulting reduced overhead and related costs over a definite period.

A significant element of reducing the cost of space is how efficiently space will be used. This is addressed in Policies 3.2 and 4.4 – 4.7.

- 2.4 *Over the long term, county ownership of its office space will be preferred to leasing; investments in leased office space will occur when there is an overall benefit to the public.*

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.

When managed properly, facility ownership provides greater stability and lower total costs than leasing. Lease rates and availability vary significantly over the region's economic cycles. Ownership provides greater budget predictability through more steady facility costs. However, flexibility, funding mechanisms, location needs, and other factors

are also important considerations in particular circumstances. Proposals for office space leases will defensibly articulate the lease's necessity as compared to county-owned alternatives.

The financial analysis of lease-versus-own or rehabilitate-versus-replace options should include a consideration of the residual values of assets that are retained rather than sold. Thus, the comparative analyses should include not only the relative cash flow impacts but also equity and social justice implications. In the case of rehabilitate versus replace, the subject building's deferred maintenance needs should be included in the analysis as a cost of holding the asset.

3. *Building Operations and Maintenance Policies*

- 3.1 *Service level commitments and expectations (SLCE) outline what the customer can expect from FMD and identifies the services offered as part of the published rates. Services that are not included in the base rate will be charged on a time and materials basis. FMD operations and maintenance practices will strive to incorporate actions, strategies, measures and requirements of the county's Strategic Plan, Energy Plan, Strategic Climate Action Plan (SCAP), Green Building Ordinance (GBO) and other applicable policies.*

FMD will define service levels consistent with adopted FMD and agency operation and maintenance budgets. Service level commitments and expectations (SLCE) are reviewed periodically and can be revised or updated as required.

- 3.2 *FMD will proactively identify and implement efficiency improvements for individual buildings and the county's asset portfolio.*

FMD works to meet the county's energy and other operational efficiencies and related environmental and fiscal sustainability goals through continual evaluation and assessment of the efficiency of its buildings, and the county's real property assets as a whole.

- 3.3 *County facilities will convey an atmosphere of quality service, thrift, and environmental sustainability, consistent with community standards and expectations.*

FMD operates and maintains the county's facilities mindful of the public expectation that government buildings reflect the community's character and history.

- 3.4 *Preventive maintenance and major maintenance programs for the county's buildings will emphasize identifying and reducing the risk of unanticipated service delivery interruptions and extending the useful life of county assets.*

To the extent possible, maintenance practices in the county's buildings focus on upkeep and preservation of critical building components to ensure building longevity and to minimize downtime for building tenants and the services they provide.

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

This policy is intended to highlight the importance of long-term investments in security for buildings on the surplus watch list as well as to clarify that “essential” building components should be the focus.

- 3.6 *It is sometimes in the best interest of the county to enhance value by carrying out major repairs or upgrades before the sale of a building. The major repair costs associated with upgrading or preparing a building for surplus sale will be budgeted in the Major Maintenance Reserve Fund (MMRF). The MMRF will be reimbursed from the proceeds of the sale. The MMRF budget development will consider an approved sales and marketing plan prepared by the Real Estate Services Section. The budget can be established through the ordinary budgeting process or as a supplemental appropriation request.*

King County Code (K.C.C.) 4.56.130 provides that county organizations responsible for surplus sales will be reimbursed for advertising, postage, and selling fees including appraisal costs, if any, from the proceeds of sale.

Decisions regarding which fund(s) benefit from the sale of general government owned assets and net proceeds of closing and sales preparation costs will be determined on an asset by asset basis by the County Executive and the County Council, based on the following current practice:

- The long-term obligations related to the original funding for the building, for example, grant obligations or bond covenants;
- The nature of the original funding, such as general obligation bonds or Executive and/or Council discretion;
- Any residual debt service requirements;
- Budget priorities.

- 3.7 *The county will continue to reduce use and improve management of resources (energy, water and waste) through improvements in facility and equipment optimization and efficiency, procurement, construction practices, and resource conservation.*

FMD will continue to engage in resource efficiency projects that both reduce energy and water use and save costs. FMD will perform routine maintenance on water systems to maintain water quality in buildings and facilities as resources are available. To better manage stormwater, FMD will actively engage in utilizing methods that reduce surface water runoff and impervious surfaces in relevant projects.

This policy is aligned with the King County Strategic Plan Environmental Sustainability goals.

4. *Workspace Design Policies*

- 4.1 *County employees will be provided safe, secure, and healthy work spaces. The specific application of space design to achieve these objectives is the prerogative of county management.*

Safe, secure, and healthy work spaces enhance worker productivity and reduce downtime. Workplace safety is a priority in FMD's facility management and business plans. This policy is aligned with the King County Strategic Plan "Best Run Government" goal. The new county space standards will promote work environments that provide ergonomically sound and inviting workplaces that foster collaboration, minimize physical and visual obstructions, have good acoustics, natural lighting and ventilation, encourage mobility, and is consistent with county sustainability policies.

- 4.2 *FMD will be responsible for developing, issuing, and enforcing countywide space standards.*

FMD is undertaking a collaborative process to develop countywide space standards (see Appendix A) to identify a set of guiding principles and vision for county work environments. The standards will provide the framework for allocation of office space and address county workspaces in owned and leased office spaces. FMD will clearly communicate the standards to county customers and provide a process for agencies to request necessary exceptions to the standards.

Space standards will promote work environments that meet the needs of employees and the programs they deliver, provide workstations and shared spaces that accommodate multiple work methods, and support flexibility for future changes to work processes.

- 4.3 *King County agencies and departments will consider work space functionality and space use efficiencies in their continuous improvement efforts.*

Agencies and departments know their work processes best. Creating efficiencies in systems of work often leads to a corresponding increase in the efficiency of the workspace. In considering work process changes, agencies and departments will also consider how such changes impact their space utilization and strive to eliminate unnecessary and/or inefficient space.

- 4.4 *Maximizing the County's return on investment in office space takes precedence over single agency/department needs, when significant benefits to the county can be realized or major capital and operating costs are involved.*

When evaluating space requests, priority will be given to assigning existing county-owned or leased space, over new lease agreements.

- 4.5 *King County workspaces will be designed for flexibility and financial sustainability, to promote employee productivity. Where feasible, King County workspaces will be*

designed to achieve county space standards. Documented adjustments may be made to account for a building's physical constraints, lack of funding, or specific functional needs.

While King County values productive workspaces, and there are overall applicable space standards, structural changes to space are not required to comply with space standards where costs outweigh benefits.

- 4.6 *All county agencies will use modular furniture, standardized where feasible, to create open and flexible workspaces. The county shall pursue space design that results in moving people, not furniture, whenever possible. Future flexibility in reuse and workspace reconfigurations will be considered during the procurement process. Use of secondary market furniture and surplus standardized modular furniture is encouraged to meet sustainability and financial stewardship goals and to reduce waste.*

Long-term value to the county as a whole will be considered in furniture design and procurement. Designing workspaces for flexibility requires them to be easily configured and reconfigured.

Incorporating modular and surplus furniture in workspace design is consistent with county sustainability policies and helps to reduce waste.

- 4.7 *The county will promote full appropriate workspace utilization through co-location and consolidation of functions, services, and agencies, and by creating workspaces that are easily occupied and used by other county functions.*

Greater business efficiency and space utilization often result from shared use of common spaces and adjoining areas by functionally-related departments and agencies. FMD will seek to maximize opportunities for efficiency through co-location and shared space use, upgrading existing office spaces to provide such opportunities where cost effective.

FMD will strive to create spaces that are easily interchangeable and supportive of multi-unit or -agency project work. When business practices allow, FMD will strive to move away from the general concept that a large block of space, such as an entire floor in the Chinook Building, is assigned to an agency that will occupy that space until that agency releases the space. Rather, space will be assigned based on county need. For example, space that has been vacated because of staff downsizing, alternative work location assignments or telecommuting will be subject to consolidation of vacated space, and assignment to those agencies in need of additional space or emerging projects in need of limited term space.

- 4.8 *Workplace designs will integrate human resources, ergonomics and information technology policies and programs to create workplaces for diverse types of work functions and environments.*

The new King County space standards will call for agencies to implement technology to enable full communications and simultaneous access to data, and to leverage advances

in managing records and converting existing records to electronic formats. This will enable more space to be available for short-term use and more telework.

- 4.9 *Tenant agencies that customize previously standardized office space in county-owned buildings are responsible for costs to return the space to its pre-customized configuration when vacated.*

Agencies sometimes undertake space consolidations to achieve operational savings from reduced facility footprints. This policy clarifies the financial responsibility for returning occupied space to standard configuration to be used by subsequent tenants, as well as the cost to recreate customized configurations in new space.

5. Facility Location Policies

- 5.1 *King County functions requiring heightened security and/or weapons screening will be located, to the extent possible, in existing secured county buildings. Related support functions will also be co-located in existing secured county buildings where possible.*

Courts and certain-related functions require weapons screening in accordance with RCW 9.41.300(b) and King County Superior Court Order 04-2-12050. These services will be located in facilities with existing weapons screening, to the extent possible.

- 5.2 *County services will be located, to the extent possible, where service delivery is most cost effective and efficient. The equity and social justice opportunities and impacts of possible locations must be taken into account.*

The county will work to co-locate services when relationships and/or user accessibility warrant, and when economically feasible. Long-term asset management of county properties shall consider the needs of agencies that would benefit from proximity.

Locating services near other government or community partners for coordinated service delivery to the public can increase effectiveness and efficiency of services. In addition, opportunities for promoting equity and social justice within the community must be one of the guiding principles in site selection.

- 5.3 *The county shall take into account the equity and social justice opportunities for capital investments within a community when siting a facility or changing locations to improve service delivery.*

The county will consider the impacts and opportunities of a capital investment upon the community in which the investment could be located. This policy is aligned with the Equity and Social Justice Ordinance 16948, which directs the Executive to apply equity and social justice foundational practices in siting and delivery of services to influence residents' access to the determinants of equity.

- 5.4 *County law and criminal justice functions and services will be regionally co-located at or near the King County Courthouse in downtown Seattle, the Patricia Hall Clark Children*

and Family Justice Center in Seattle, or the Maleng Regional Justice Center in Kent, to the extent feasible and desirable. Coordination or co-location of law and criminal justice functions will take place in conjunction with county-adopted plans.

King County will consider locations of county law and criminal justice functions as part of the overall King County Civic Campus Master Plan development.

- 5.5 *County work space planning will program department locations flexibly, based on identified functional requirements, economic benefits, asset management policies, business hours, and future adaptability, rather than on the basis of designated buildings.*

As departments and agencies consolidate operations and reduce their space footprint, building vacancies will present opportunities for additional staff and agency relocation.

6. Building Design Policies

- 6.1 *King County will site its essential public facilities consistent with the county's Comprehensive Plan Essential Facility siting policies and with consideration of climate-related impacts.*

King County will work cooperatively with regional partners and consider the impacts of climate change and equity when siting essential public facilities. The Washington State Growth Management Act definition of essential public facilities includes large, usually difficult to site facilities, such as jails, solid waste facilities, and airports.

- 6.2 *The County will develop and maintain safe, functional and attractive public buildings that create a good image for government, are sound financial investments, and allow communities to flourish.*

This policy is aligned with the county's goal to encourage a growing and diverse King County economy with vibrant, thriving, and sustainable communities and the true north goal of making King County a welcoming community where everyone can thrive. More specifically, the related implementation activity to "shape a built environment that allows communities to flourish" requires that the county design and develop public buildings to be integrated within the community and in a manner that considers the economic, social, health or other benefits to the community; and takes specific efforts to consider King County's most marginalized communities.

- 6.3 *The county will establish programmatic guidelines for the performance of county-occupied buildings in seismic events to provide policy direction for future decisions involving the construction of new buildings, acquisition or renovation of existing buildings, and execution of new leased space.*

Seismic standards are established in local building codes. The intent of this policy is to inform decisions when new space is being considered for lease, purchase, or construction.

- 6.4 *All new construction of buildings, building purchases, new building leases, and major building retrofits must ensure American Disability Act (ADA) accessibility, as required under all applicable building codes and local, state, and federal laws. The county will also ensure appropriate space for breastmilk expression and storage by nursing mothers as required by federal law, with specifically designated locations in major county office facilities.*

King County will conform to all applicable ADA laws when designing new work locations, as specified above.

- 6.5 *County-owned and financed facilities will be designed, developed, constructed, and maintained utilizing environmental and sustainable practices consistent with county sustainability policies.*

Sustainability is a primary goal in the King County Strategic Plan and Comprehensive Plan. The Comprehensive Plan states that county capital facilities and funded projects should be designed and constructed using sustainable development practices, with consideration for long-term environmental and economic sustainability. Furthermore, the county should leverage its purchasing power related to capital improvement projects to help expand the markets for green building projects, including recycled-content materials and clean, renewable energy technologies.

This policy is aligned with the King County Strategic Plan Environmental Sustainability goals.

- 6.6 *All new construction and major remodel and renovation projects must adhere to county sustainability policies established by, but not limited to, King County Code Title 18.*

This policy has been revised to incorporate King County Code by reference rather than quoting specific standards that may change over time.

- 6.7 *All new construction of buildings, building purchases and major building retrofits will use life cycle cost analysis in the selection of material and equipment ensuring that the operating, maintenance, replacement and disposal costs are considered as well as the initial costs.*

- 6.8 *King County requires gender-neutral restrooms when upgrading or building new county facilities. For existing buildings, cost-effective strategies will be used, such as posting signs to identify existing gender-neutral bathrooms or posting new signs on some current gender-specific restrooms.*

This policy is aligned with the county's commitment to equity and social justice and helps ensure that all customers and employees in King County facilities feel safe and welcome.

7. *Disaster Preparedness and Security Planning*

- 7.1 *King County will maintain emergency operations plans for all owned buildings; these will include evacuation routing, continuity planning, and emergency-specific response planning.*

The county's emergency management planning includes facility-specific planning components, addressing all hazards as well as particular needs for multiple types of emergency situations (e.g., infrastructure failure, earthquake, fire and flood). County emergency preparedness planning will address the vulnerabilities and capabilities of each county facility providing essential services, through individual emergency operations plans for each building and in countywide Hazard Mitigation and Emergency Management planning.

- 7.2 *County buildings will be operated and maintained to support the Office of Emergency Management (OEM) conduct of emergency operations for local and regional disasters.*

In addition to facility-specific planning with the goal to maintain regular county services immediately following an emergency, FMD also recognizes that some county buildings are also designated for emergency capabilities, such as shelters, staging areas, etc. FMD emergency planning will address the particular operational needs of each building to meet these emergency response duties.

- 7.3 *County facilities will be designed for resiliency, incorporating disaster resistance, survivability, and facility security needs. To the extent feasible and practical, resiliency will be incorporated into existing County buildings as part of related building remodel and renovation projects.*

Resiliency builds safety and longevity into a facility, supports emergency response, and protects assets for use immediately following disaster. New county facilities will incorporate resiliency principles into the building design, while vulnerabilities in existing facilities will be addressed where reasonable and cost effective.

8. *Leasehold Interests*

- 8.1 *The lease obligation remains with the tenant agency until an appropriate backfill can be found and moved into the space.*

Under certain circumstances, there is a positive economic benefit to the county to pay early release penalties and move to vacant space either in county-owned buildings or existing leaseholds if the current tenant could be relocated. The economic benefit would be derived from downsizing the operational footprint of the agency. For example, if the early release penalties on leased space plus move and installation costs at a new location are less than the cost of suitable vacant space within county-owned buildings or leaseholds, then there is a positive economic benefit to the county to terminate the lease early.

This policy applies when an agency occupies a portion of a leasehold occupied by one or more other county agencies.

- 8.2 *Allow outside leasing in the following circumstances: 1) when the outside lease is necessary to execute an economically justified divesting of county-owned real estate assets, or 2) if existing county-owned space does not meet the specialty needs of an agency, or 3) a leased location more appropriately serves the demographic needs of the clients receiving service and there are no other viable ownership options in the geographic area, or 4) in cases where an outside lease is a critical component of a service delivery partnership between King County and another entity.*

This elaborates policy 2.4 to explain steps taken to determine if a leased site is necessary.

9. Vacating Space in General Government Buildings

- 9.1 *To be considered reconfigurable, space must be accessible from the building's common corridors, must have access to the building's common amenities, and must be of sufficient contiguous size as to accommodate another viable tenant. A space is not considered vacant until after non-contiguous spaces are consolidated into a contiguous vacant and useable space.*

Agencies that vacate reconfigurable space desire immediate financial relief from their obligation to pay operating and maintenance costs for that space. Frequently, this occurs mid-budget year or mid-biennium.

- 9.2 *All mothball costs for general government buildings will be paid by the General Fund unless otherwise determined by the Office of Performance, Strategy and Budget (PSB).*

The costs of mothballed buildings that are vacant but may be utilized at a future date include utilities, security, and the minimum maintenance needed to maintain the integrity of the asset.

- 9.3 *Agencies that vacate reconfigurable space (as defined in Policy 9.1) mid-budget year, and do not subsequently increase their overall square footage, will be relieved of the following costs, subject to PSB approval:*

- a. FMD operations and maintenance obligation, 90 days after they vacate the space, if reasonable notice of such move was given; and*
- b. MMRF obligation, starting the following biennium.*

Agencies that vacate space desire timely relief from their MMRF obligation for the space vacated.

- 9.4 *The central overhead occupancy rate is altered on a biennium-to-biennium basis as part of the budget process.*

Historically, agencies that developed a viable plan to vacate space as part of the budget process have been granted a “target reduction” or “efficiency reduction” for any annual cash savings associated with that vacation, if those savings were not used for other agency needs.

- 9.5 *Allow agencies an option of applying the biennial economic savings associated with vacated space to “efficiency reduction” requirements.*

Accordingly, agencies could apply the value of space vacated to their “efficiency reduction” requirements. The agency would also be required to elect to reduce their budget by the cash savings associated with the vacation. The “value” of the space vacated would be equal the total of operations and maintenance and central overhead occupancy charges.

10. Surplus Personal Property

- 10.1 *FMD will continue to partner with Department of Executive Services (DES) Surplus and Department of Natural Resources and Parks (DNRP) to reduce the amount of excess office furniture and supplies entering the waste stream. The goal is to reuse, recycle and, only as a last resort, landfill surplus office furniture and supplies.*

To further reduce the amount of county office furniture and supplies going to the landfill, FMD collaborates with the DNRP Solid Waste Recycling and Environmental Services Section and the Procurement and Contract Services Section of the DES Finance and Business Operations Division to increase the number of recycling contracts, and broaden the materials that can be recycled after a move or remodel.

- 10.2 *The following surplus property rules shall apply to agencies vacating space:*

- *Agencies vacating a space will ensure that all personal items have been removed, including but not limited to plants, small appliances, and any furniture that was clearly not purchased by the county.*
- *All office supplies that are left behind must be boxed up by individual items with all like items together.*
- *Agencies will be responsible for the disposition of all files, books, and manuals either by preparing them to be moved to their new location, properly organizing and sending them to the records center/archives for storage, or recycling them prior to the move.*
- *Agencies will be responsible for cleaning out all desk drawers and cabinets in any furniture left behind.*
- *An agency that does not remove personal items or organize and box up its residual office supplies will have its operating budget, not the project budget, charged for the labor and dump fees to remove and dispose of the remaining personal items and to separate and organize the office supplies for redistribution.*

This policy clarifies agency responsibility when vacating county-owned or leased space.

III. Status of 2016 Implementation Strategies

The 2016 RAMP included seven policy implementation strategies. This section provides an update on these strategies including the work completed to date, the current status of each project, and an outline of work to be continued.

A. Proposal to Develop New Countywide Office Space Standards

Work completed since 2016

The 2016 RAMP proposed FMD develop a framework for new space standards to move the county to optimum space and resource use while providing employees a highly functional work environment. The new county space standards would provide more specific guidelines to help the county make space related decisions more quickly and predictably, while reducing initial and on-going costs, ensuring uniformity and equity across County work groups.

FMD created an internal working group of FMD staff, identified REMPOC as the sponsor, and convened a focus group comprised of county employees who routinely work with FMD on space-related issues and challenges.

- The internal working group researched space standards developed by other jurisdictions and proposed a set of principles, standards, and guidelines to be used in new and reconfigured county office space.
- As the sponsor of the county space standards, REMPOC set the direction and the applicability of the new space standards.
- The focus group reviewed and provided feedback on the proposed standards.

The following vision for the new county space standards was approved by REMPOC on March 2, 2017:

The County aspires to provide its employees with highly functional, sustainable, safe, collaborative, and pleasant work environments. County public spaces should be designed to effectively serve our customers. Finally, the County is committed to use public buildings and leased County space both efficiently and effectively.

In the 2016 RAMP, FMD proposed criteria that would shape the new standards. After reviewing multiple documents and space standards from other jurisdictions, FMD proposed, and REMPOC approved, the following eight principles that serve as the foundation for the new county space standards:

Safe and Secure Environment – Create a work environment that protects against safety and security risks through physical and operational management of areas and use of facilities.

Open Plan Work Environment – Create professional open plan work environments with consistent design and standardized workspaces.

Flexibility – Provide a flexible and balanced workplace by creating dynamic working environments. The workplace design will foster collaboration, promote knowledge sharing, and provide accommodations for individual focus work.

Technology – Leverage technology to maximize connectivity, mobility, creativity, and productivity.

Sustainability – Design, build, operate and maintain county-owned and leased facilities by using green and sustainable practices that protect the environment and provide employees a higher quality work place.

Equity – Create environments that will set the stage for a dynamic culture of achievement.

Wellness – Provide an inviting and ergonomically sound workplace that minimizes physical and visual obstructions, has appropriate acoustics, provides natural light, and well ventilated spaces. The work place design will encourage employees to be more active.

Space Efficiency – Fill each owned and leased space mindfully. In all space requests, each agency will first maximize the use of current space before acquiring additional area.

FMD proposed the new county space standards would apply to all county-owned facilities and leased workspaces in which general office functions³ are carried out. On March 2, 2017 REMPOC approved the applicability of the new county space standards.

These Space Standards and Guidelines apply to the County's general office spaces either in County owned facilities or general office spaces leased from outside parties.

FMD proposed, under the new space standards, county agencies be given the opportunity to formally request waivers from specific county space standards (such as private offices) under special circumstances. Those circumstances include:

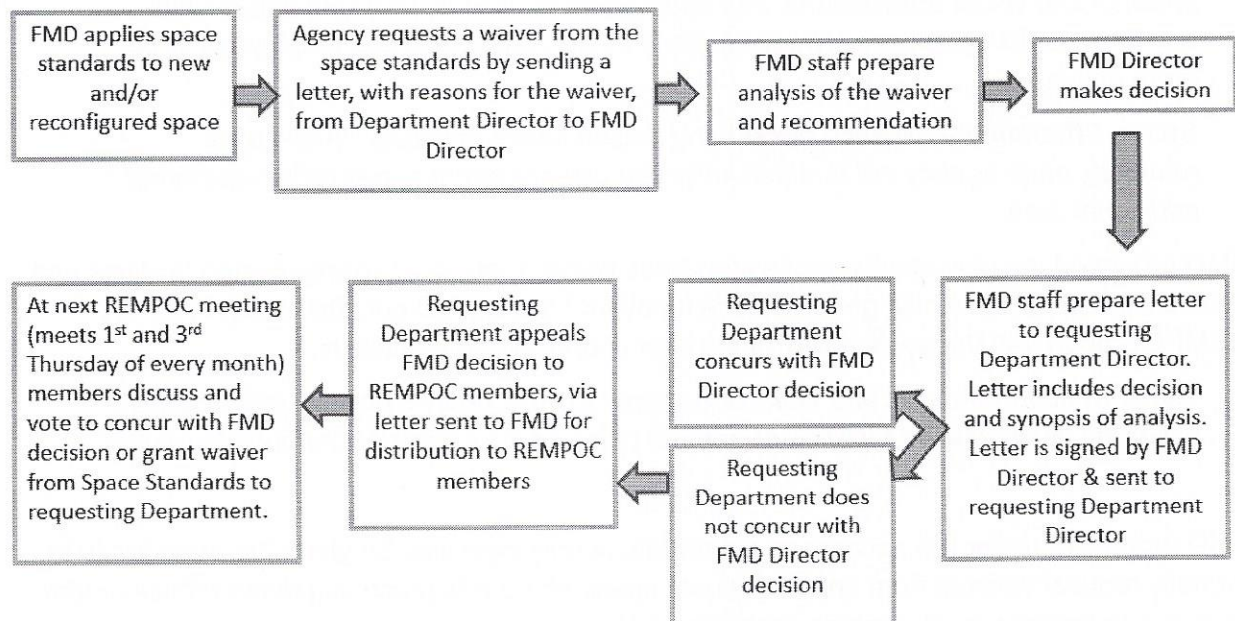
- Cost effectiveness of necessary alterations to achieve standards.
- Physical limitations of the building or space being occupied.
- Special purpose needs of occupying agency.
- The need for continuous privacy.
- Certified accommodation requirements.

FMD further proposed the FMD Director be authorized to grant requested waivers based on a confirmation of the written justification.

³ General office space includes all general administrative and program administrative areas, but excludes detention areas, courtroom suites (courtrooms, judges' chambers, jury rooms, bailiff's rooms and commissioner offices), police precincts, clinical and laboratory spaces, storage facilities, water quality facilities, parks and recreational facilities, and mechanic shops. However these standards would apply to general office areas in otherwise excluded facilities.

FMD outlined the proposed waiver process to REMPOC members on July 20, 2017. The process includes written documentation for requested waivers, staff analysis of the request, recommendations, and decisions. The intent of having a formal written process is to maintain the credibility of the space standards and avoid the appearance of favoritism and unequal application.

Space Standards Appeal Process



August 22 2019

Current status

For each of the eight principles in the space standards, FMD has drafted a set of standards and guidelines for REMPOC approval by the end of 2019. The standards are an enforced set of directives to be applied to all new and reconfigured county-owned and leased office space. The guidelines are designed to assist agencies and their advisors in workplace-related planning and design. The goal of the standards and guidelines is to provide a pathway to more efficient and effective use of county space. It is not intended that existing office spaces be immediately altered to comply with the new space standards. It is intended, however, that these standards be implemented over time as opportunities arise.

The King County Office Space Standards are attached as Appendix A.

Work to be continued 2020-2024

FMD anticipates continued challenges in maximizing work space efficiency and monitoring the metrics required to move the county to optimal space and resource use while providing employees a highly functional work environment for the following reasons:

- Physical constraints posed by many of our buildings such as age, floor size, current configuration of spaces, and building condition do not change with the new space standards but may hinder spaces from being more efficient.
- Operational constraints unique to the county, such as the need for public assembly space, courtroom suites or space required to provide public services.
- Financial constraints may not justify the investment. Making changes to improve space efficiency often involves significant upfront expenditures and a long payback period.
- Data constraints. The lack of current and accurate occupancy information makes it difficult to pinpoint the locations that provide the most opportunity for improvement or locations that will quickly need additional space.
- Strategy constraints, such as building being sold or intentionally kept empty (e.g., Yesler or Blackriver).

The use of benchmarking as a means of measuring the efficient use of county-owned and leased space requires a system be in place to track and identify the work locations of county staff. This information will not only aid in benchmarking the efficiency of county space but will provide employee location data for FMD Security, King County Department of Information Technology (KCIT) and the Office of Risk Management Services (Risk Management). Risk Management requires information on how many county staff are located at each county site in order to satisfy workers compensation requirements. FMD proposes a multi-department initiative to develop the most efficient methodology for identifying and maintaining data on workplace locations in PeopleSoft for all county staff.

To be truly effective, the King County Office Space Standards should be viewed as a living document that will change over time as new buildings and ways of working are implemented.

B. Inadequacies in General Government Facilities Major Maintenance Funding

Work completed 2016-2019

During the 2016-2019 time period 16 unplanned, emergent projects were completed and 17 were started.

Current status

There currently is a \$340 million backlog of major maintenance projects due to underfunding. This backlog is increasing annually by \$10 million. The deferral of maintenance caused emergency projects to be performed in the 2016-2019 period.

Work to be continued 2020-2024

Some major maintenance projects that started in the 2016-2019 period will continue until completed. FMD is monitoring the status of other systems that are past their useful life and expects to be completing additional emergency projects in order to respond to needs.

C. Proposed Restructuring of General Government Occupancy Charges

Work completed 2016-2019

A new streamlined rate structure was proposed as part of the 2017/2018 Budget Development. The new streamlined approach consolidates cost-recovery for general government space within one central rate account and reflects uniform rates for space of similar function. As part of the new streamlined rate structure, FMD also received a proviso regarding this restructuring. FMD completed the proviso response, and the response was passed by Council in 2018 (Motion #15064). Additionally, the new streamlined rate structure was approved by Council for 2017/2018 biennial budget.

Current status

The adopted streamlined rate structure was used in the 2019-2020 Budget.

Work to be continued 2020-2024

The rate structure will be updated as needed.

D. Developing Integrated Asset Management Tools

Work completed since 2016

Developed detailed program requirements, published RFP, and selected vendor for the Comprehensive Facility Asset Management (CFAM) system.

Current status

Contract execution pending, scheduled for August 2019. Data organization is underway, in preparation for integration and is expected to continue through December 2019.

Work to be continued 2020-2024

Program configuration, data integration and testing, and training will continue. Full implementation of the CFAM is scheduled to be complete by 2nd quarter 2021.

FMD is required by county code to maintain a comprehensive central inventory of all the county's non-right-of-way real property interests. FMD directly manages more than 30 county-owned buildings and nearly 400 leasehold and lease-fee spaces, ranging from office buildings, warehouses, and public health clinics to ATMs located in County buildings, and has caretaker responsibility for over one thousand "tax-title" parcels foreclosed by the state for non-payment of taxes. Managing these properties includes operations and maintenance (preventive, major and on-demand), capital planning and construction, real estate management (lease and property management, purchases and sales), utility and energy management, and space planning and management.

Effective facilities management requires data to be shared across multiple business lines to support informed business decisions and eliminate errors, waste and risk from error-prone manual data processing and filing, which can result in missing, inaccurate and siloed data. FMD has had no integrated system for performing most of these tasks, relying instead on inadequate systems. In addition to risk of error and inefficiencies, this inadequate data management may also result in real costs to the county.

FMD worked with KCIT in the 2017/2018 biennium to develop its software requirements and select a vendor to configure and implement a 2020 CFAM system. The new software will modernize FMD's ability to manage properties, reduce leasing costs, and improve revenues through improved lease management, and more easily fulfill its code-mandated inventory management and reporting obligations.

The selected asset management software, TRIRIGA, and Maximo, the preventive maintenance and work-order program used by FMD's Building Operations Section, are both IBM programs. FMD plans to investigate integrating the two programs in the future. If, as proposed, FMD's long term Major Maintenance Program predictive model can be added to Maximo's capabilities, the result would be a truly comprehensive asset management system that would improve maintenance planning and performance, and integrate real-time building operating data into long-term planning efforts to reduce building downtime and overall operating costs.

E. Transitioning King Street Center to County Ownership

Work completed 2016-2019

FMD successfully transitioned management of the King Street Center from Wright Runstad & Company to FMD management on June 1, 2017.

Current status

Building owned, operated and staffed by FMD.

Work to be continued 2020-2024

No work related to ownership transition remains.

F. Parking Program Changes

Work completed 2016-2019

Updates for work completed at each of the FMD managed garage locations are provided below.

King Street Center (KSC)

King Street Center parking garage transitioned to County ownership in 2017. This is a unique County garage in that it is the only one that offers valet parking during the week. It also offers overnight parking for the public, and is open on most weekends and holidays to support local businesses in the Pioneer Square area.

Youth Services Center (YSC)

The parking lot at Youth Services Center was reduced in 2016 as part of the development of the new Patricia Hall Clark Children and Family Justice Center (CFJC). The reduction was needed in order to stage materials and equipment for new construction.

Goat Hill Garage

The Goat Hill Garage continued to operate at capacity. The parking rate was increased in January 2017 (Ordinance #18618) to be in alignment with market rate.

Maleng Regional Justice Center (MRJC)

The parking garage at MRJC continues to operate at full capacity, due to an increase in court service. A restriping project was completed to relocate ADA parking stalls from the ground floor to the main entrance floor.

Current status of parking garage capacity and rates:

Garage	Total Spaces	Floors	Employee Unreserved Monthly Rate	Employee Reserved Monthly Rate
Goat Hill	777	9	\$300	N/A
Chinook	72	2	N/A	N/A
KCCF	63	2	N/A – Restricted access parking garage. All stalls are reserved.	\$385
KSC	330	3	\$300	N/A
YSC	145 with valet*	1	N/A – Restricted access parking garage. All stalls are reserved.	\$385
CFJC (2021)	360	4	To be determined	To be determined
MRJC	571	3	Parking garage is free for all users, per MUP with City of Kent.	N/A

*Was 314 spaces before area was reduced to create a staging area

Work to be continued 2020-2024

The new CFJC facility will offer a 360-space, four story garage. The new garage has separate levels of access; visitor parking is separate from secure employee parking. Construction has begun, and it is scheduled to become operational in 2021.

G. Environmental Sustainability for County Owned and Leased Buildings

Work completed 2016-2019

Some projects in 2016 RAMP are completed, including, but not limited to some of the Fund to Reduce Energy Demand (FRED) projects, KCCF HVAC upgrades, and integrated design of CFJC. All facilities are benchmarked in Energy Star Portfolio Manager.

Current status

Sustainability strategies and practices are underway and ongoing, including assessment of facilities with the highest energy use, resource reporting and analysis, etc.

Work to be continued 2020-2024

FMD's Conservation Management Program will continue to apply the strategies and principles outlined in the 2019 RAMP policies. This includes efforts to reduce water, stormwater, electricity and gas use. It also includes efforts to reduce solid waste volumes; either by purchasing less or through recycling.

IV. New and Expanding Lines of Business

In addition to work on planned strategies, several new FMD initiatives and lines of business emerged since the 2016 RAMP was approved and became a significant amount of the work performed by FMD over the past three years. The tables below detail the work and the facilities dedicated to these uses.

A. Homeless Shelters

In response to the crisis of homelessness, King County expanded sheltering facilities for people experiencing homelessness. FMD partnered with DCHS and Department of Adult and Juvenile Detention (DAJD) in county-owned buildings and spaces that were previously underutilized. To accommodate these efforts, FMD undertook multiple projects to repurpose facilities.

Facility Name	Address	Status	Operator
4 th & Jefferson Day Center	420 4 th Ave. Seattle	50 bed shelter on second floor, day center on the first floor	Salvation Army
5 th & Jefferson West Wing Shelter	500 5 th Ave. Seattle	40 bed shelter and day center on first floor of King County Correctional Facility	Downtown Emergency Service Center
Administration Building	500 4 th Ave. Seattle	50 bed shelter on the first floor	Salvation Army
Harborview Hall	326 9 th Ave. Seattle	100 bed shelter on the first floor	Salvation Army
Northshore Building, Former KCSO Precinct 2	18118 73 rd Ave NE Bothell	80 bed shelter	Mary's Place
SODO Bridge Housing (Transit owned property)	6 th & S. Atlantic St. Seattle	48 bed shelter	Chief Seattle Club
Former White Center Public Health Building	10821 8 th Ave SW King County	70 bed shelter	Mary's Place

B. Warehouses

In compliance with RAMP policy 5.5, FMD identified records storage and inventory needs that were previously located in multiple owned and leased locations and consolidated these services into one warehouse serving the needs of multiple users.

The current warehouses in the County inventory are listed below.

Facility Name	Address	Status
Archives Building	12th & E. Fir St. Seattle	Owned warehouse space used by DES Records and Department of Elections.
Barclay Dean Building	4623 7th Ave. S. Seattle	Owned warehouse space used by King County Sherriff's Office.
South Park Warehouse	7272 W. Marginal Way S. Seattle	85,000 SF leased warehouse space jointly occupied by the Records Center, Public Health, and FMD.

C. Financial Investment Properties

Financial Investment Properties (K.C.C. 4.56.075) are defined as properties that are "currently not needed for county use but are held to provide a financial return to the county." These properties have been under long term lease agreements and FMD is reviewing proposals to increase the financial return to the county from these properties.

Lessee	Address
Manson Construction (2 parcels)	5209 E. Marginal Way S. Seattle
Manson Construction – subleased to Cadman Concrete (2 parcels)	5225 E. Marginal Way S. 5409 Ohio Ave. S. Seattle
Ardagh Glass – subleased to United Western	5245 E. Marginal Way S. Seattle
Ardagh Glass – subleased to J. A. Jacks	5427 Ohio Ave S. Seattle
Ardagh Glass	5445 Ohio Ave. S. Seattle
City Dock Associates	1301 N. Northlake Way Seattle

D. PSERN

The Puget Sound Emergency Radio Network (PSERN) is a partnership among King County, the City of Seattle, Eastside Public Safety Communications Agency (EPSCA) and Valley Communications Center to replace King County's aging emergency radio system. FMD, in partnership with KCIT PSERN staff, are leasing 50 sites in support of the PSERN network. These sites will transfer to the PSERN entity when the partnership activates. The project is funded by \$273 million in levy approved by voters in 2015. PSERN will upgrade equipment used in King County's 9-1-1 dispatch centers, increase reliability, and provide greater coverage for emergency radio communications. The new system will be used by first responders in all 39 cities and unincorporated areas of King County.

E. King County Airport Properties

The 2019 update of the King County International Airport (KCIA) Master Plan outlines the next 20 years of planned improvement of the airport's facilities. This plan guides the airport's land use and capital projects. Aviation activity significantly increased at KCIA in both passenger and cargo operations, and forecasts through 2035 cited in the KCIA Master Plan update predict slight, but continued growth.

In light of the increased use of the KCIA, FMD has increased dedicated support to KCIA. FMD supports their land use needs with the negotiation of purchase and sale agreements, and lease agreements for the airport's tenant businesses. KCIA currently hosts about 150 tenant businesses, representing cargo, corporate, passenger, military, and recreational aviation.

F. Tax Title Properties

Tax title properties are parcels of land that the Washington State Treasury foreclosed due to non-payment of property tax and were not purchased at the state's foreclosure auction. These parcels are typically small slivers of land that for a variety of reasons are left out of platting, segregations, lot line adjustments, etc. and therefore, do not have an address. FMD holds these parcels in trust and the goal is to sell these parcels, eliminating county cost and risk, and to return them to the county tax roll.

In November 2017, the King County Council revised the code for selling tax title properties (Ordinance #18603), which simplified the process, making selling these properties more efficient and cost effective. Following the Council's action, FMD contracted for online auction services. Since the code revision, FMD's line of business has expanded due to the implementation of online marketing. FMD has sold 198 tax title parcels as of May 2019, totaling \$2,646,104. By comparison, in the seven years prior to the code change, FMD sold a total of 44 tax title parcels, grossing \$312,860. These two transactions, which total almost \$3 million, provide needed revenue to the county's General Fund.

V. Current Building Occupancy, Relocations and Reconfigurations

This section addresses the K.C.C. 2.12.100 requirement that the Executive update current and future county space needs and implementation plans by September 1 of every 4th year beginning September 1, 2019. Space planning for county agencies is the responsibility of FMD. As county space needs evolve, FMD evaluates the overall facility portfolio to determine whether additional facilities are needed to meet the county's requirements, or if existing facilities should be re-developed, mothballed or sold, with the intention to reduce the overall cost of space to the County.

A. Objective of County Near Term Space Plans

With strong support from the Office of Performance, Strategy and Budget (PSB) and the King County Executive, FMD has spearheaded an effort over the past ten years to help county agencies more effectively manage the cost of office space. The goal is to make the best use of county-owned and leased facilities, and to meet the near term operational needs of county agencies consistent with county policy. The primary goal of space planning in King County prior to the 2007–2009 recession focused on converting from leased space to owned space. More recent efforts have concentrated on efficiently downsizing the county's use of general office space.

The improving economy has reversed the recent downsizing trend among several of the county's non-General Fund agencies, and many General Fund agencies are now facing a period of staffing stabilization or growth, in contrast to the significant staff decline that occurred during and immediately after the recession. Accordingly, the near-term moves over the next few years will be focused on how to best use the county's general government buildings, rather than continuing the trend of consolidating vacant space and partially or fully mothballing and disposing of buildings. The priority will be to better use what the county already owns, rather than moving to outside leases as a first solution to increased space needs.

FMD's overall objective is to better utilize the existing portfolio of general government buildings by strategically reconfiguring and moving various county functions. Some of the moves reported in this RAMP are a continuation of moves originally proposed in the 2016 RAMP.

A further consideration of the near-term space moves is balancing the immediate needs for space with the longer-term recommendations resulting from a downtown Civic Campus Master Plan, currently in the data gathering phase. Near-term moves should not preclude options to be considered in the Civic Campus study and should not spend money unnecessarily for space that may be available only over the mid-term.

B. Benchmarks, Occupancy Rates and FTEs

Previous RAMPs presented a series of proposals termed “Size the Prize” that identified efficiency targets for the Administration, Blackriver, Chinook, King Street, KCCH, and MRJC buildings. “Size the Prize” used simple metrics of square footage per full time employee (FTE) to enable departments to better understand their office space utilization and building occupancy costs. The purpose of this effort was to:

- Characterize building occupancy costs.
- Create internal cost performance targets and track progress over time.
- Enable comparisons to internal and external benchmarks.
- Support informed strategic decision-making.
- Enable departments to better manage their own office space performance.
- Provide a springboard for continuous improvement in office space utilization.

The efficiency targets identified in the “Size the Prize” exercise were used as a benchmark to compare or assess a departments’ current allocation of space. Moving forward, FMD will set efficiency targets, i.e. benchmarks for each building, update the benchmarks as needed, and monitor the county’s use of space by comparing it to the benchmark.

Benchmarks can reflect how a space is designed or how the space is occupied. The target benchmark for each building should reflect the useable square footage per FTE in an efficient space applying the adopted space standards. Due to the different ages and design standards of buildings, one benchmark for all county buildings is not realistic.

The current benchmark of a given space reflects the number of occupants the space can accommodate based on how it is currently designed. It is a measure of whether or not the current space is meeting the building target benchmark. The current space benchmark should be used in conjunction with the space occupancy ratio which measures how efficiently the current space, as it is designed, is being used. The occupancy ratio is the number of staff a space is built out to accommodate versus the number of staff actually occupying the space.

Strictly meeting a building’s target benchmark and having an occupancy ratio of 100% is not the goal. The benchmarks and occupancy ratios are a tool used to identify spaces that could be more efficient, or where space may be inadequate to meet the needs of the occupants. In a dynamic environment, having the flexibility to accommodate growth without a full scale remodel reduces or even eliminates the need for costly modifications for temporary staff changes.

In setting the building target benchmark and calculating the current space benchmark, FMD uses usable square feet (USF) rather than rentable square feet (RSF) as the measure for the benchmarks. Usable square feet more accurately reflects the actual space used by the tenant. This includes the floor common areas shared by all tenants on the same floor such as restrooms, kitchens and conference rooms. Not included is the building common areas shared by all tenants in the building such as elevator lobbies, wellness rooms, conference centers and gyms. Some buildings and some county departments have larger internal common areas due

to the design of the building or the services provided by the department. A building's target benchmark may not be achievable, even when the interior space is redesigned to improve the efficiency, due to building constraints or the operational needs of the occupants.

The currently proposed building benchmarks for major county office facilities are:

• Administration Building	177 USF
• Blackriver Building	161 USF
• Chinook Building	140 USF
• King Street Center	140 USF
• King County Courthouse	241 USF
• Maleng Regional Justice Center	205 USF
• Yesler Building	221 USF

Determining the FTE component of the benchmark is challenging. The county currently does not have accurate data on employee work locations. In addition, many county worksites no longer have a 1 to 1 relationship between employee and cubicle or office. Due to the nature of some positions, staff may require multiple work locations or conversely are primarily field staff and require very little dedicated office space. In addition, many staff are now able to telecommute one or more days per week. Accurate and timely data and FTE worksite location, along with defined criteria on how staff are counted are needed in order to confidently use benchmarking as a tool in space allocation planning and efficiency measurement.

Historically, the compilation of space occupancy data has been done through space surveys, visual audits, interviews, and the collection of other relevant information from multiple sources. Collecting data in this manner is labor intensive, limited in scope, reliant on agency input and the accuracy and timeliness of collected information is disputable. FMD has explored whether there is an opportunity to use PeopleSoft to capture baseline information on how many full and part-time employees each department has, and where they are located.

In 2016, a pilot project was designed to secure information about a limited number of general office buildings and to test the feasibility of using PeopleSoft for these purposes. FMD found that PeopleSoft does have the capacity to provide information to support the data collection. However, the current employee location information in PeopleSoft is often inaccurate and outdated. FMD also found that the PeopleSoft information on vacant positions was not usable for space planning purposes because vacancies, including term limited and short-term positions, are not consistently deleted from the system or otherwise flagged even when they have been cancelled, have expired, or are no longer valid for other reasons. This results in an erroneously high estimate of space needs.

The Business Resource Center (BRC) staff is very interested in supporting FMD's efforts to collect space occupancy data through PeopleSoft, and although not in the current scope of work, ultimately developing the necessary interfaces with a new asset management system. FMD will propose working with KCIT and the BRC and Risk Management divisions in an effort to improve data tracking on employee work locations.

C. Mid Term Growth Projections 2020 – 2023

The county continues to suffer from a structural imbalance in General Fund revenues. The revenue sources currently authorized and available for the General Fund have not kept pace with the demand for legal, detention, public safety, health, and other services. While this imbalance has been raised to the state legislature over the past several years, no action has been taken in Olympia to address it. Accordingly, those agencies that get all or most of their revenue from the General Fund continue to aggressively compete for scarce General Fund revenue. In this environment, agencies that provide direct services to the public such as public safety, judicial, and health and human services are less vulnerable to budget reductions, compared to agencies that provide administrative support functions and those with administrative functions carried out in the county's general office buildings. Capital investment needs for major maintenance and repair of general government buildings also suffer.

Many county "enterprise agencies" are currently benefitting from an increase in revenue resulting from increased economic activity or a restructuring of funding sources. Most notable of these agencies is Metro Transit. PSB projects a twelve percent increase in growth for this department over the next three years.

It is difficult to forecast staff growth because of the uncertainty of many of the county's revenue sources. Nevertheless, PSB will need to address staff growth, or lack thereof, in the upcoming development of the 2021 - 2022 budget. While not an exact science, FMD will work with county agencies to help PSB forecast general office space needs over the next three years.

FMD's current focus is on the occupancy and use of buildings that house general office functions. Specifically, FMD's staff growth forecasts relate to general office uses in the following buildings:

- King Street Center
- Chinook
- Administration
- King County Courthouse
- Maleng Regional Justice Center Courthouse
- Yesler
- Blackriver

Although PSB has not yet determined General Fund staffing levels for the 2021 - 2022 budget, the current three-year growth assumptions for most General Fund agencies are for zero growth, rather than a continuation of the significant reductions experienced in the past four years.

The following table lists some of the broad assumptions made in regard to general office functions:

Three-Year Growth Assumptions – General Fund Supported Agencies

Functional Area	Affected Agencies	FTE Growth (Reduction)	Common Factors Influencing Assumption
Public Safety	DAJD, KSCO, PAO, Superior Court, District Court, DJA	0%	Maintain service levels
Central General Government	Executive Office, Council, Labor Relations	0%	No growth projected
General Support Functions	DES Admin Treasury, OCR, DHR, RALS	0%	Reduction to match available general funds
Internal Service Funds	FBOD, KCIT, FMD, Safety & Claims, Fleet	0%	No growth projected

Agencies relying primarily on non-General Fund revenues face entirely different circumstances than those relying on General Fund revenues. Their staffing levels are driven by the relative strength of outside revenue sources such as taxes, grants, contracts, levies, utility charges, and fees and other charges for services. Metro Transit is a good example. Their financial turnaround has occurred because of an improved economy and a substantial investment in transit services by the City of Seattle. PSB has provided the general staff growth assumptions listed in the following table for general office staff for agencies that rely primarily on non-General Fund revenues.

Three-Year Growth Assumptions – Non General Fund Supported Agencies

Functional Area	FTE Growth (Reduction)	Common Factors Influencing Assumption
Health and Human Services	3%	Stabilizing grants and new levy funding.
Transit	12%	Increased sales tax revenues and new contracts for expanded services. Higher service demand.
Department of Local Services	0%	Continued impact of annexations and incorporations, no new revenue sources. Stabilizing after significant staff reductions.
Wastewater, Solid Waste, and WLRD	5%	Utility rates, and growing demand, and new environmental programs.
Parks and Recreation	5%	Levy growth.
DNRP Director's Office	5%	Support to climate initiatives and Strategic Climate Action Plan.
Other General Administrative functions, Metro Transit and DNRP	3%	Support of new and expanding programs.

There will be exceptions to the above assumptions that will be addressed in the development of the County's 2021 - 2022 budget. The growth assumptions provided by PSB are included in the building occupancy tables below.

D. 2019 RAMP Data Collection Methodology

To update current and future office space needs for county agencies accurate space use data collected at the individual worksite level is needed to determine if work spaces are being used efficiently. As previously noted, FMD does not have access to such fundamental information as how many employees are in each department and where they are located, nor does the county have a standardized process in place for collecting and maintaining this data.

Occupancy data collected for the 2019 RAMP was done by visual audits performed by FMD staff and department representatives, during the second quarter of 2019. Audits were undertaken in the following county owned and leased buildings:

County Owned	Leased
Administration Building	Central Building
Chinook Building	Graybar Building
King County Courthouse	Meeker Street Building
King Street Center	Kendall Lake
Yesler Building	Kent Professional Center
Maleng Regional Justice Center	901 5 th Building
Blackriver Building	Dexter Horton
	Jefferson Building
	W. Smith St.

Departments were given an opportunity to respond to the data gathered on occupied and vacant work spaces. Only space used as general office was included. Non-office type spaces were not audited. The county does not have a benchmarking standard by which to determine the efficiency of non-office space. This methodology does not easily capture information about employees who work from multiple sites or telecommute part of the time, nor does it capture information about new hires that were in process.

Many factors play into a department or divisions' space needs. Not all of them are easily summarized in a numeric data collection process. For example, a number of departments require space to accommodate non-county partners who require space to be available on an as-needed basis. The space may appear empty for extended periods, but without the available space, the departments would not have the flexibility to provide space for their partners. Despite these shortcomings, FMD believes that the gathered information enables broad conclusions to be drawn regarding county space needs for the next three years at specific buildings.

E. 2016 – 2020 Building Data for County-Owned Office Buildings

The following section provides information on the five county-owned office buildings and three main courthouses that represent the majority of the county's office space. Information includes department location, percentage of allocated office space, occupancy rates, space benchmarks and occupancy rates, number of occupied and vacant workstations, status of plans and objectives identified in the 2016 RAMP and status of near-term and future implementation plans and objectives.

A list of real property asset changes is included as [Appendix B](#), a map of county owned and leased properties is included as [Appendix C](#). Additional information on buildings not included below can be found in [Appendix D](#) building strategies and events. [Appendix E](#) includes a list of owned general government properties and lease properties. [Appendix F](#) contains a list of commonly used acronyms.

1. Administration Building



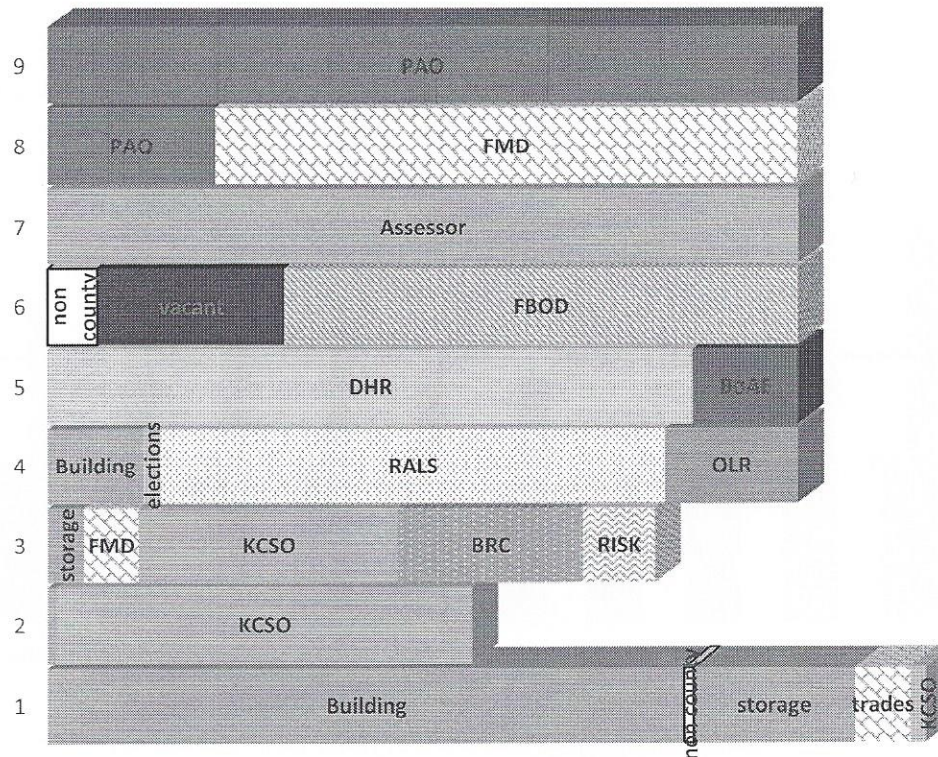
Building Data

Source: King County Assessor

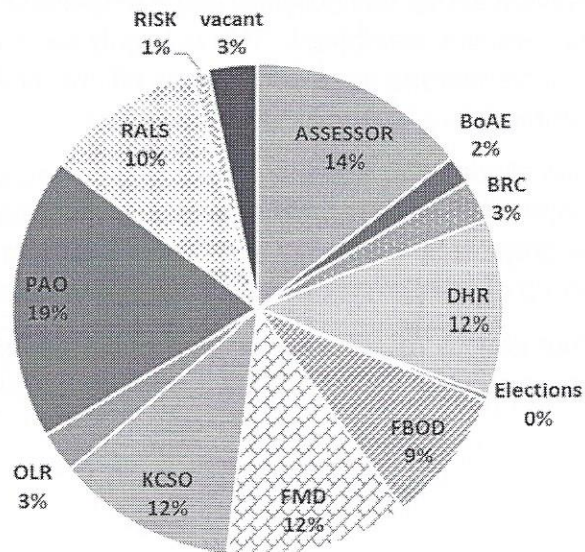
Year Built	1971
Building Net Square Footage	157,329 SF
Construction Class	Reinforced Concrete
Lot Size	59,280 SF
Present Use	Governmental Service
Views	No
Waterfront	No

Administration Building

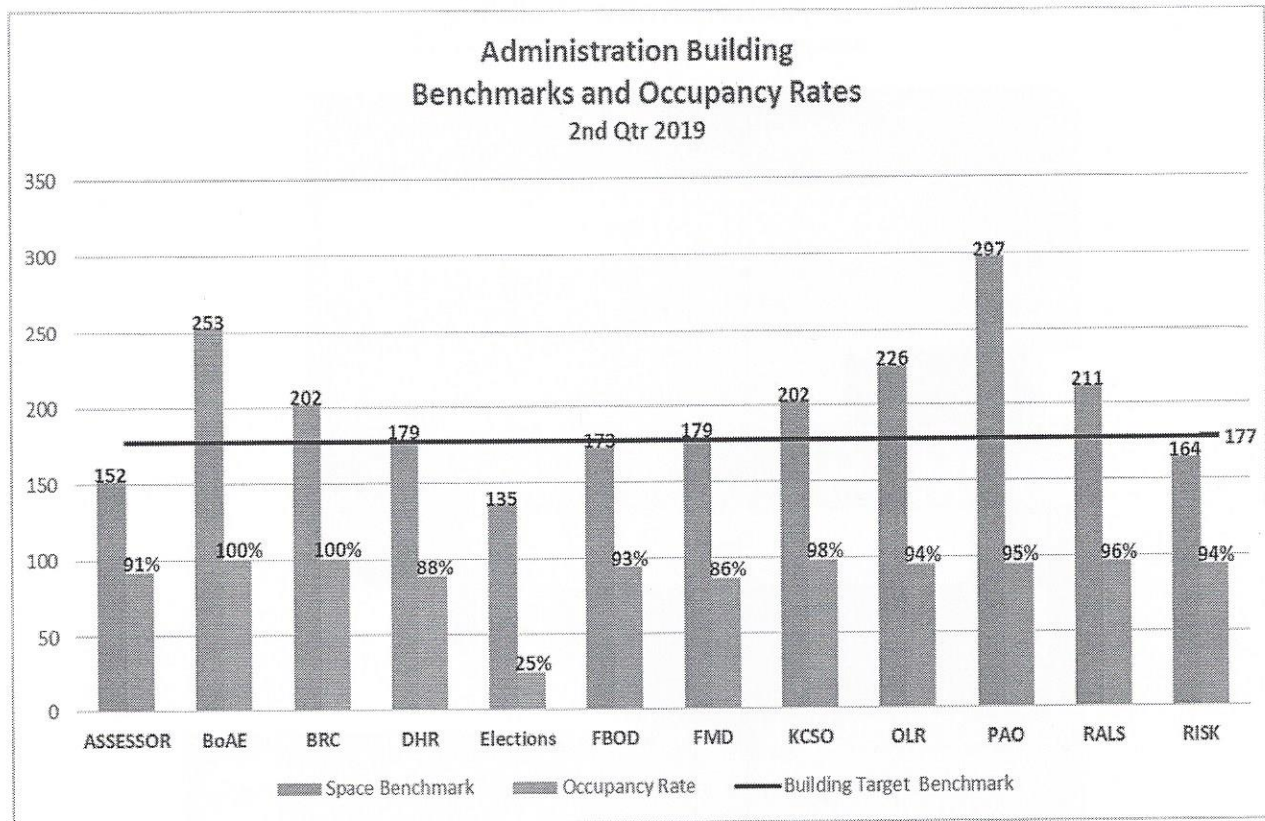
After the completion of the 5th and 6th floor projects



Administration Building Allocation of Office Space



Benchmarks and Occupancy Rates



Built in the early 1970s, the Administration Building is an inefficient building. The oversized lobbies on each floor leave a lot of underutilized space. A target benchmark of 177 useable square feet per FTE has been set for this building. Several agencies occupy space that as currently built out, do not meet this benchmark. This is largely due to 1) an agency's specific space need, 2) more than the average number of private offices, or 3) larger than normal service counters to accommodate a high volume of customers.

The majority of the spaces allocated to agencies are over 90% occupied (based on their current layout). Of the three exceptions, FMD and DHR have plans to increase their space efficiency with two separate capital projects by the end of the current biennium. The Department of Elections space is a walk up counter where staff occupancy fluctuates with the election cycle.

At the close of the 6th floor project described below, 3% of the building's office space will be vacant. PSB's growth assumptions for 2019 – 2023 is zero for all tenants in the Administration Building.

Administration Building 2019 (post 5th and 6th floor reconfigurations)

Floor	Occupant	Occupied Work Stations	Vacant Work Stations	Total Work Stations	Useable Square Feet	Rentable Square Feet	Space Benchmark	Occupancy rate	PSB Growth Assumptions
1	FMD - trades				1681	2060			
1	KCSO Evidence				452	554			
1	Retail				284	348			
1	Shelter				1728	2117			
1	Storage				4812	5897			
2	KCIT				244	299			
2	KCSO	56	2	58	11714	14353	202	97%	0%
3	BRC	20	0	20	4033	4202	202	100%	0%
3	FMD	5	0	5	1214	1487	243	100%	0%
3	KCSO	27	0	27	5480	5999	203	100%	0%
3	RISK	29	2	31	5095	6242	164	94%	0%
3	Storage				778	954			
4	Elections	1	3	4	540	662	135	25%	0%
4	OLR	17	1	18	4072	4989	226	94%	0%
4	RALS	70	3	73	15420	18894	211	96%	0%
5	BoAE	11	0	11	2783	3410	253	100%	0%
5	DHR	84	11	95	17038	20877	179	88%	0%
6	FBOD	71	5	76	13141	16102	173	93%	0%
6	State Auditor				1269	1555			
6	Vacant				4782	5859			
7	ASSESSOR	128	12	140	21282	26077	152	91%	0%
8	FMD	80	14	94	16536	20261	176	85%	0%
8	PAO	15	1	16	4742	5811	296	94%	0%
9	PAO	72	4	76	22605	27698	297	95%	0%
Total		686	58	744	161724	196706	196	92%	

Status of 2016 RAMP Plans and Objectives

2016 Plans and Objectives	Status
Reconfigure 6 th floor to improve efficiency	Underway
Move OLR to the 6 th floor	Canceled
Move FMD ID Access to the 8 th floor	Planned move to the 8 th floor
Relocate FMD Security from the 3 rd floor to the 1 st floor	Planned move to the 1 st and 8 th floors
Move EAP from Yesler 2 nd floor to the 5 th floor	Modified – relocated to the Central Building 8 th floor
Move OEFA from the 5 th floor to the 3 rd floor	Modified – relocated to the Central Building 8 th floor
Evaluate building in Civic Campus Master Plan	Ongoing

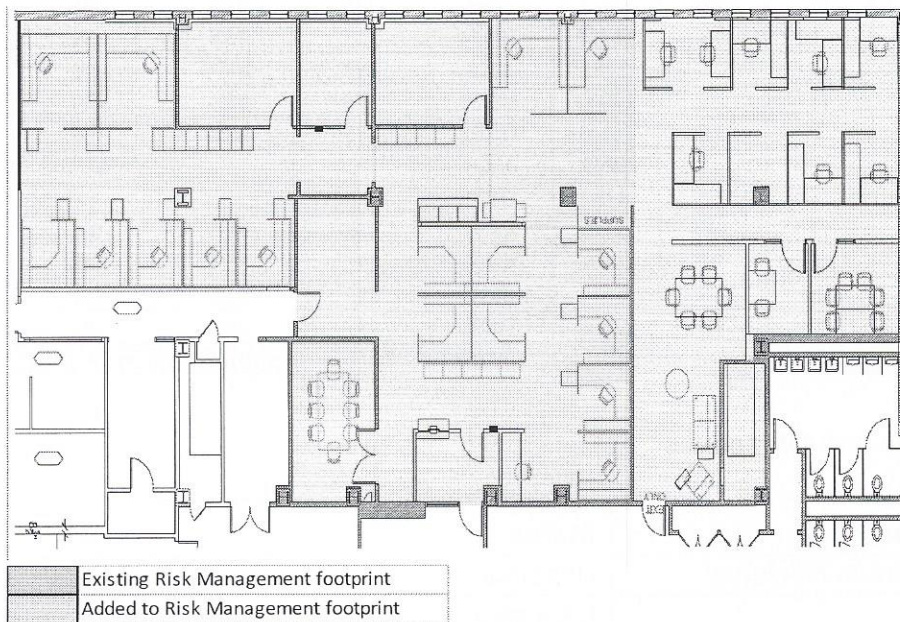
2016-2020 Relocations and Reconfigurations

Planned are reconfigurations, relocations, or major infrastructure work that was documented in the 2016 RAMP.

Unplanned are reconfigurations, relocations, or major infrastructure work that occurred between 2016 and 2019 were not anticipated in the 2016 RAMP.

Office of Risk Management Services – Unplanned

Since the 2016 RAMP, the functions of the Office of Civil Rights and Open Government (OCROG) were split between the Office of Risk Management Services (Risk Management) and the Executive's Office. Staff working on open government and ethics became part of Risk Management and were temporarily relocated from the Chinook building to vacant space on the 6th floor of the Administration building. At the end of 2018, the LEAN lab located on the 3rd floor of the Administration Building, adjacent to Risk Management was vacated. The vacated space was reconfigured and made contiguous with the Risk Management space in order to accommodate the new staff. Risk Management added 1,311 useable 1,830 rentable square feet to their 3rd floor footprint.

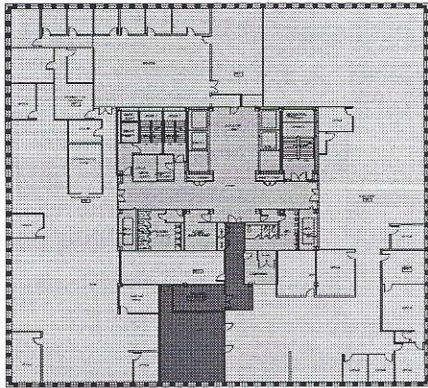


Board of Appeals and Equalization – Unplanned

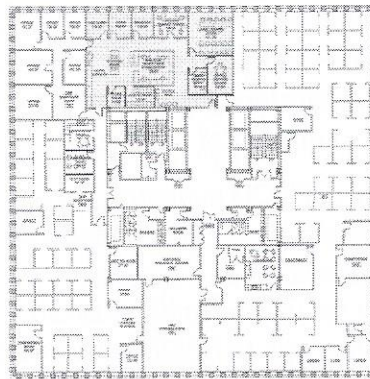
The Board of Appeals and Equalization (BoAE) has, for many years, requested a reconfiguration to improve the efficiency of their space and reduce their annual costs. With the creation of the adjacent Department of Human Resources and their need for expansion, an opportunity to address BoAE's request arose.

The space reconfiguration, set to be completed by the 1st quarter 2020, will reduce the useable/rentable square footage occupied by BoAE from 3,185/4,215 to 2,638/3,480 square feet. At the 2019/2020 rate, this will be an annual savings of \$25,000. The efficiency of the

space will also be improved by utilizing what is currently an underutilized space and will allow for better sharing of space between board members who are not present full time.



Current BoAE footprint



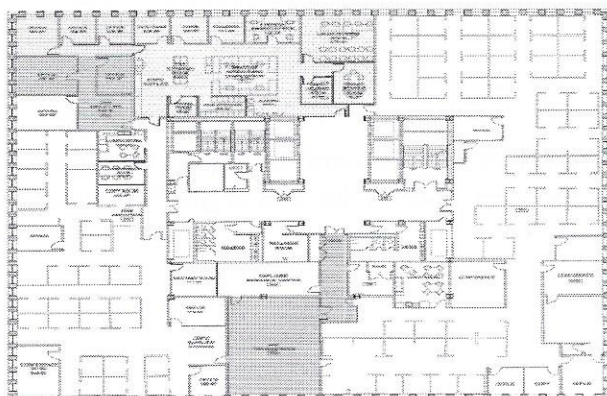
Future BoAE footprint

Office of Economic and Financial Analysis – Unplanned

The new department needed space for a director's office suite. The space occupied by the Office of Economic and Financial Analysis (OEFA), collocated on the 5th floor of the Admin building with DHR, was identified as the appropriate space. Three OEFA staff were relocated to the 8th floor of the Central Building in the 1st quarter of 2019. Their previous space in the Admin building was 897 USF (912 RSF). Their new space is 404 USF (518 RSF).

Department of Human Resources – Unplanned

When Council created the new Department of Human Resources (DHR) there was a concurrent increase in staffing. Staff that previously reported to other departments were now assigned to the new DHR and there was a desire to relocate staff. The 5th floor of the Administration Building, where the majority of the DHR staff are located, was not large enough to accommodate all of the staff consolidations. By relocating the Office of Economic and Financial Analysis to the Central Building, and with the future reduction in space to BoAE, there will be enough room on the 5th floor to accommodate the new DHR Director's office. The DHR footprint will increase by 1,215 USF and 1,610 RSF. These changes will be completed by the first quarter of 2020.

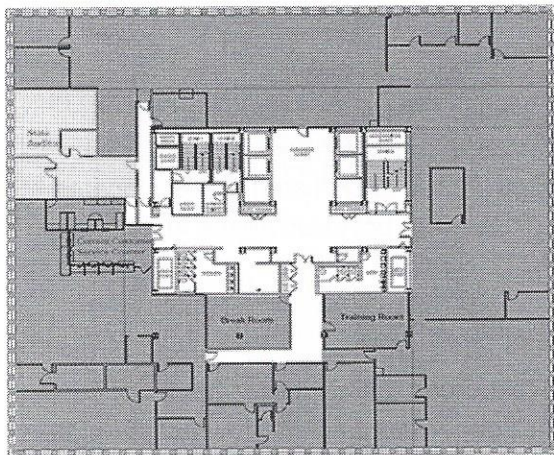


	Formerly allocated to BoAE, now DHR
	New BoAE footprint
	Formerly allocated to OEFA, now DHR
	County Training Room, managed by DHR

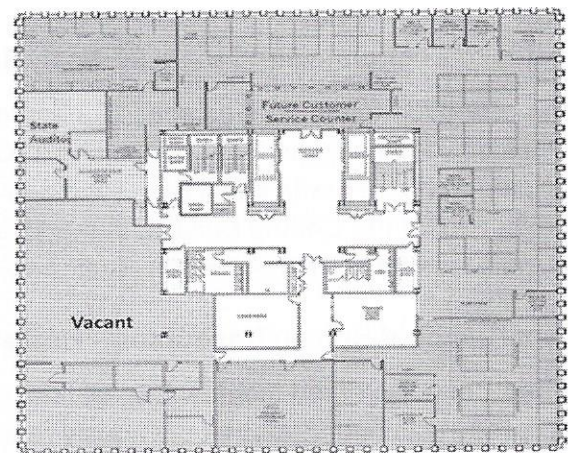
Finance and Business Operations Division - Planned

The Finance and Business Operations Division (FBOD) of DES occupies almost the entire 6th floor of the Administration Building. A small part of the 6th floor is occupied by the Washington State Auditor's office, they are not charged for this space. The FBOD space is inefficient and the customer service counter used by the public for property tax payments is difficult to find. The reconfiguration to improve efficiency and customer service is currently underway and scheduled to be completed in the 2nd quarter of 2020.

The project will relocate the FBOD customer service counter from the west side of the floor to the north side, just off the elevators. This change should make the counter easier for visitors to locate. In addition, by improving the efficiency of the FBOD space 4,509 USF (6,193 RSF) will be vacated and available for use by another county agency. FBOD's square footage will be reduced and the annual savings to FBOD is estimated to be \$217,746 at the current 2019/2020 rate.



Current FBOD space



FBOD space after reconfiguration

Facilities Management Division ID Access and Security - Planned

The FMD ID Access and Security staff are currently located on the 3rd floor of the Administration Building while the rest of the staff are located on the 8th floor. FMD plans to relocate the 3rd floor staff to the 8th floor, which will improve the efficiency of the floor and co-locate the staff. This consolidation will also free up 1,168 usable square feet (1,553 rentable square feet) on the 3rd floor for another county function.

Fire Alarm Panel Upgrade – Unplanned

The current fire alarm panel in the Administration Building is obsolete and new parts for repair are no longer available. The project is scheduled to be completed by the end of the 2nd quarter of 2020.

Future Plans and Objectives

- At the conclusion of the 6th floor FBOD project and the relocation of FMD ID Access and Security, the Administration Building will have two blocks of vacant space. One on the 6th floor of 4,509 USF (6,193 RSF) and one on the 3rd floor of 1,168 USF (1,553 RSF). Current county growth projections lead us to believe we won't have difficulty identifying agencies for newly available space but to date no occupants have been identified for these spaces.
- Continued evaluation as part of the Civic Campus Master Plan.

2. Yesler Building

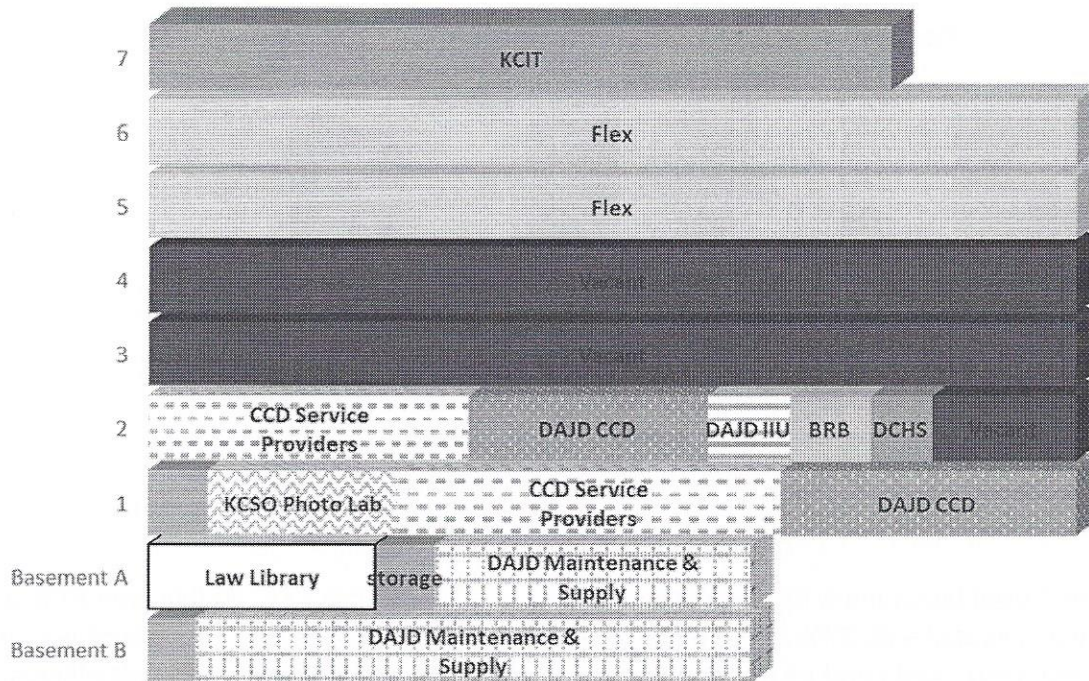


Building Data

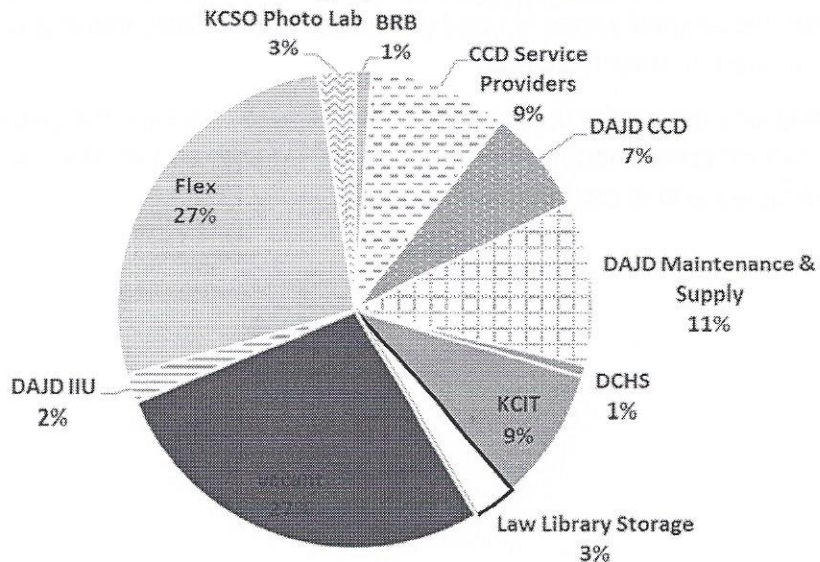
Source: King County Assessor

Year Built	1909
Building Net Square Footage	90,040 SF
Construction Class	Reinforced Concrete
Lot Size	16,266 SF
Present Use	Historic Prop (Office)
Views	No
Waterfront	No

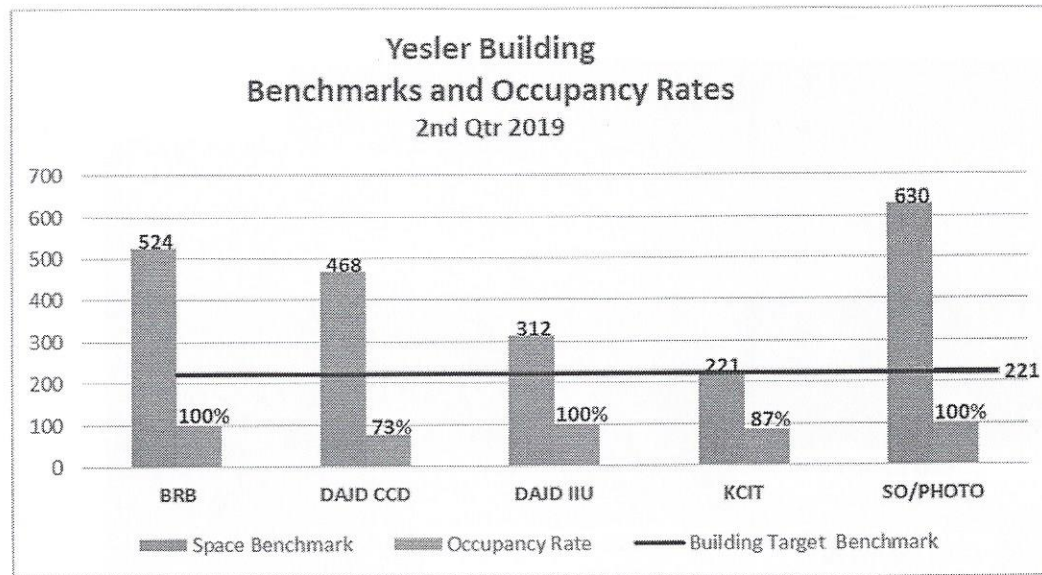
Yesler 2019



Yesler Building Space Allocation



Benchmarks and Occupancy Rates



The current target benchmark for the Yesler building is 221 USF per FTE. At this time 27% of the office space is vacant with 27% of the office space identified as flex space. Flex space is to be used for emerging needs and as an “empty chair” during reconfigurations to improve efficiency or maintenance projects in other buildings that require staff to be temporarily relocated.

The small office suites in the building are, for the most part, 100% occupied. The exception is the DAJD Community Corrections Division (CCD) staff space on the 2nd floor. While the space is not 100% occupied, the unoccupied space is used periodically for testing, training and interviewing by the DAJD staff located in other buildings.

PSB is not projecting any growth for the agencies that currently occupy this building. It is expected that the current benchmark for this building will be adjusted downward as the vacant space becomes occupied and is designed for more efficiently.

Yesler Building 2019

Floor	Occupant	Occupied Work Stations	Vacant Work Stations	Total Work Stations	Useable Square Feet	Rentable Square Feet	Space Benchmark	Occupancy rate	PSB Growth Assumptions
BB	FMD Storage				582	601			
BB	DAJD Maintenance & Supply				6886	7103			
BA	Law Library Storage				2914	3036			
BA	vacant				768	800			
BA	DAJD Maintenance & Supply				4065	4235			
1	CCD Service Providers				5085	5298			
1	DAJD CCD	7	0	7	3903	4066	558	100%	0%
1	FMD				168	175			
1	FMD/STOR				611	637			
1	SO/PHOTO	4	0	4	2519	2625	630	100%	0%
2	BRB	2	0	2	1048	1092	524	100%	0%
2	CCD Service Providers				4174	4349			
2	DAJD CCD	4	4	8	3122	3252	390	50%	0%
2	DAJD IIU	6	0	6	1873	1951	312	100%	0%
2	DCHS	2	0	2	799	833	400	100%	0%
2	vacant				1077	1122			
3	vacant				12867	13405			
4	vacant				12630	13158			
5	Flex				13209	13762			
6	Flex				13240	13793			
7	KCIT	34	5	39	8635	8997	221	87%	0%
Total		59	9	68	100175	104289	322	87%	

Status of 2016 RAMP Plans and Objectives

2016 Plans and Objectives	Status
DCHS Mental Health Ombudsman moved out of the Yesler building to leased space with the DCHS and State of Washington Veterans programs	DCHS Mental Health Ombudsman was relocated back to the Yesler building.
EAP relocate to the 5 th floor of the Admin building	Modified – EAP relocated to the 8 th floor of the Central Building
BRB looking for offsite location	Modified – BRB relocated to smaller footprint on the 2 nd floor of Yesler
DAJD CCD looking for new location, CWP relocate to Hiawatha.	Complete – CWP relocation to Hiawatha Modified – CCD to remain in Yesler for now
KCSO Photo Lab – new location search	Underway – KCSO Photo Lab to be relocated to Blackriver by the end of 2019.

2016 – 2020 Relocations and Reconfigurations

Planned are reconfigurations, relocations, or major infrastructure work that was documented in the 2016 RAMP.

Unplanned are reconfigurations, relocations, or major infrastructure work that occurred between 2016 and 2019 were not anticipated in the 2016 RAMP.

Employee Assistance Program - Planned

As part of the consolidation of the new DHR, the Employee Assistance Program (EAP) was relocated from the Yesler building to the 8th floor of the Central Building. Relocating EAP co-locates this function with other DHR programs.

Boundary Review Board - Planned

The Boundary Review Board (BRB) was relocated from their space on the south side of the Yesler building to the space on the north side of the building that was vacated by EAP. This relocation reduced the BRB square footage to 963 USF (1,068 RSF), which is still oversized but more suitable for a two person office.

Department of Adult and Juvenile Detention (DAJD) Internal Investigations Unit (IIU) – Unplanned

DAJD IIU was located in the DAJD administration space on the 2nd floor of KCCH. IIU relocated from KCCH to the 2nd floor of Yesler to the space vacated by BRB. The Yesler space added to the DAJD overall footprint for office space by 1,721 USF (1,926 RSF). The cost model for this building is under development as we bring the building back into service.

King County Information Technology – Unplanned

In 2018 the King County Information Technology (KCIT) Department made a request to FMD for additional space. They requested the space be open and flexible enough to accommodate a variety of different work teams. It was not possible to accommodate their needs in the Chinook Building where the majority of KCIT is located.

After receiving REMPOC approval the 7th floor of the Yesler building was prepared for KCIT's occupancy. KCIT occupants include PSERN, DAJD Jail Management System (JMS) and Property Tax Administration System (PTAS) project teams. The JMS project has a target completion date of 4th quarter 2024 and the PTAS project is slated for completion in 2021.

Adding the 7th floor to the KCIT office space footprint increased their square footage by 8,210 USF (9,112 RSF). The cost model for this building is under development as we bring the building back into service.

Department of Adult and Juvenile Detention Maintenance and Supply – Unplanned

In order to open the KCCF 1st floor west wing as a homeless shelter several Department of Adult and Juvenile Detention (DAJD) functions using the west wing-space had to be relocated to the vacant upper floors of the west wing, or outside of KCCF.

DAJD storage and inventory was relocated to 8,039 vacant USF (11,283 RSF) in the two basement levels of the Yesler building. This space has access for deliveries from 4th Avenue.

King County Sheriff's Office Photo Lab - Planned

The King County Sheriff's Office (KCSO) Photo Lab is scheduled to move from the 1st floor of the Yesler building to the 1st floor of the Blackriver Building by the end of 2019. KCSO will be vacating 2,227 USF (2,591 RSF) in Yesler and moving to 1,765 USF (1,933 RSF) in the Blackriver Building. The Yesler space is not suitable for general office use, but could meet other downtown program needs. At this time there is not a confirmed use for this space.

Future Plans and Objectives

- Provide space on the 6th floor for a Joint County City Homeless Task Force
- Build out the space on the 5th and 6th floors as flex space to readily meet the county's emerging space needs and provide an "empty chair" for projects that require them.
Upcoming projects that may require the empty chair:
 - FBOD 6th floor Administration building reconfiguration requires a temporary location for some staff during construction.
 - Spandrel replacement project in the Chinook Building may require the temporary relocation of some Chinook Building tenants during the project.
- Continued evaluation as part of the Civic Campus Master Plan.

3. King County Courthouse

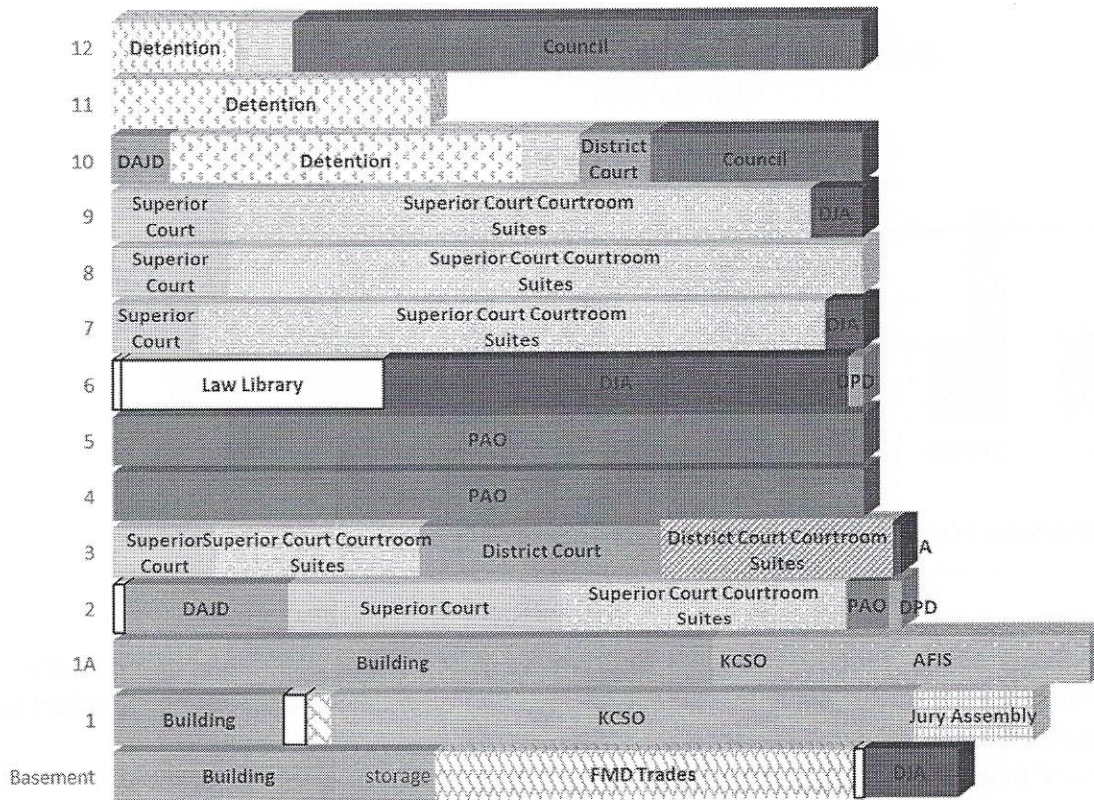


Building Data

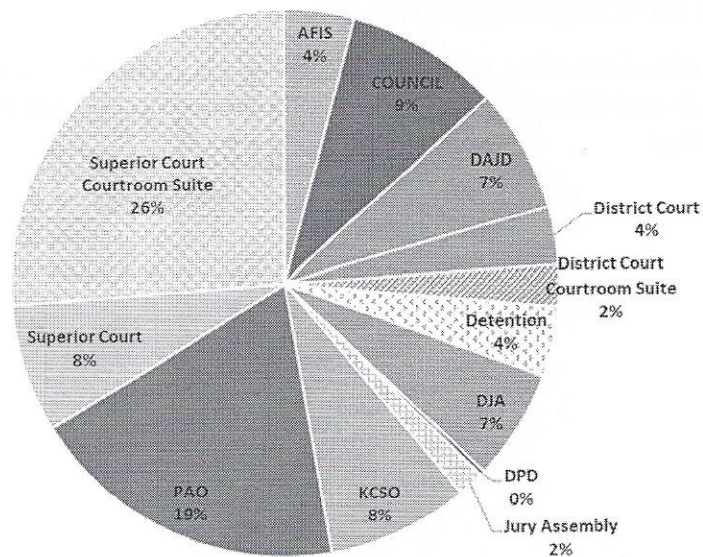
Source: King County Assessor

Year Built	1916
Building Net Square Footage	482,760 SF
Construction Class	Reinforced Concrete
Lot Size	57,120 SF
Present Use	Governmental Service
Views	No
Waterfront	No

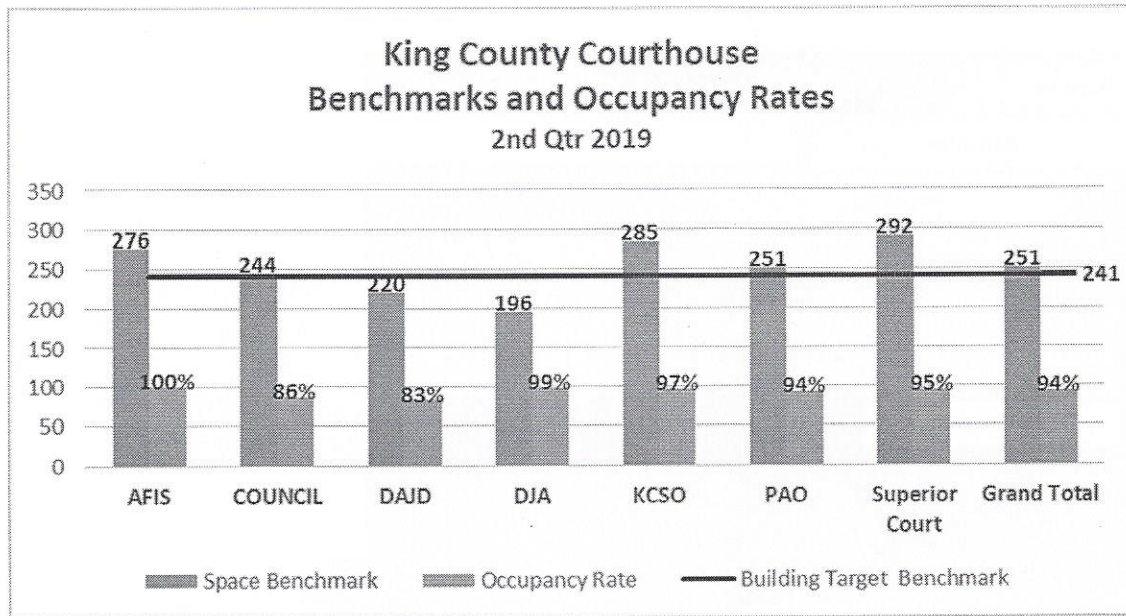
King County Courthouse 2019



KCCH Office & Courtroom Space Allocation



Benchmark and Occupancy Rates



The building benchmark for the King County Courthouse is 241 USF per FTE, for office space only. The benchmark does not apply to, nor does it include in the calculation, space identified as courtroom suites (courtrooms, courtroom ante rooms, judges' chambers, bailiffs' offices, commissioners' offices, jury rooms and any restrooms for the exclusive use of jurors and judges).

The design of the building with its larger lobbies does not lend itself to efficiency improvements. We did not identify the number of staff occupying the courtroom suite spaces. Of the space on Floors 1 – 12 occupied by county staff, 26% is dedicated to Superior Court courtroom suites and 2% is dedicated to District Court courtroom suites.

The majority of the allocated office space in KCCH has an occupancy rate of over 90%. The two exceptions are DAJD and Council space. The PSB growth assumptions for all the tenants of the building is zero percent.

King County Courthouse 2019

Floor	Occupant	Occupied Work Stations	Vacant Work Stations	Total Work Stations	Useable Square Feet	Rentable Square Feet	Space Benchmark	Occupancy rate	PSB Growth Assumptions
BASEMENT	DJA Evidence				4938	5766			
BASEMENT	FMD				21888	25560			
BASEMENT	Storage				3723	4348			
BASEMENT	Non County				500	584			
1	Concession				1177	1375			
1	FMD Security				1347	1573			
1	KCSO	104	4	108	30773	35936	285	96%	0%
1	Jury Assembly	3	0	3	6350	7416	2117	100%	0%
01A	AFIS	61	0	61	16858	19686	276	100%	0%
01A	KCSO	12	0	12	3394	3963	283	100%	0%
01A	Storage				1358	1586			
01A	vacant storage				807	943			
2	DAJD	32	6	38	7351	8584	193	84%	0%
2	DPD Conference				558	651			
2	PAO	6	0	6	1929	2253	322	100%	0%
2	Superior Court Courtroom Suite				12746	14884			
2	Superior Court	40	1	41	12318	14384	300	98%	0%
2	State of Washington				498	582			
3	DJA	2	0	2	533	623	267	100%	
3	Superior Court Courtroom Suite				8812	10291			
3	Superior Court	11	0	11	4432	5176	403	100%	0%
3	District Court	70	6	76	10598	12376	139	92%	0%
3	District Court Courtroom Suite				9639	11256			
4	PAO	108	12	120	37601	43910	313	90%	0%
5	PAO	175	8	183	38002	44378	208	96%	0%
6	DJA	110	2	112	22398	26156	200	98%	0%
6	DPD Screeners				717	837			
6	LAWLIB				12677	14804			
6	Non County				415	485			
7	DJA	10	0	10	1681	1963	168	100%	0%
7	Superior Court Courtroom Suite				27563	32188			
7	Superior Court	18	0	18	3830	4473	213	100%	0%
8	Superior Court Courtroom Suite				27466	32075			
8	Superior Court	18	4	22	5072	5923	231	82%	0%
9	DJA	13	0	13	2253	2632	173	100%	0%
9	Superior Court Courtroom Suite				25353	29607			
9	Superior Court	11	0	11	5060	5909	460	100%	0%
10	COUNCIL	35	2	37	10099	11793	273	95%	
10	DAJD	6	2	8	2762	3225	345	75%	0%
10	Detention				16769	19583			
10	Superior Court Courtroom Suite				2731	3189			
10	District Court	18	0	18	3349	3910	186	100%	0%
11	Detention				13994	16341			
12	COUNCIL	98	19	117	27416	32016	234	84%	0%
12	Detention				6038	7051			
12	Superior Court Courtroom Suite				2483	2899			
12	Superior Court	3	0	3	208	243	69	100%	0%
Total		964	66	1030	458465	535385	247	94%	

Status of 2016 RAMP Plans and Objectives

2016 Plans and Objectives	Status
CIU relocation to Admin building	Complete
Vacated AFIS space	In process
Superior Court Dependency on the 2 nd floor of KCCH temporarily	On-hold pending completion of CFJC garage
DAJD WER vacated 11 th floor	Still vacant
Vacant CIU space	Still vacant – temporarily used for FMD security officer training
Courthouse Infrastructure and Civic Campus Analysis	On-going

2016 – 2020 Relocations and Reconfigurations

Planned are reconfigurations, relocations, or major infrastructure work that was documented in the 2016 RAMP.

Unplanned are reconfigurations, relocations, or major infrastructure work that occurred between 2016 and 2019 were not anticipated in the 2016 RAMP.

Relocation of Ombudsman – Unplanned

Due to the growing space needs of King County Council, the Ombudsman was relocated from the 10th floor of KCCH to new leased space in the Dexter Horton Building. 1,500 USF (1,854 RSF) was vacated and then occupied by Council staff who had been on the 12th floor of KCCH. The Ombudsman's new leased space in the Dexter Horton Building is 4,185 SF.

Relocation of DAJD IIU – Unplanned

Due to growth in staffing for DAJD Administration, the Internal Investigations Unit (IIU) was relocated from the 2nd floor of KCCH to the 2nd floor of the Yesler Building. The 1,653 USF (1,800 RSF) vacated by IIU remains as part of the DAJD Administration footprint and accommodates their growing staff needs.

Bus Duct Replacement – Unplanned

Based on the findings of an independent consultant, it was determined that the electrical distribution system in KCCH “posed a very high life safety risk to anyone performing maintenance operations and to building occupants.” The electrical distribution system of the building consists of electrical bus ducts which include two separate vertical distribution systems which run the entire height of the building and have been in operation more than twice the useful life specified by the manufacturer. The system was replaced in 2018. The project came in on time and under budget.

Proviso for Improvements to Superior Courtroom E-1201 – Unplanned

Council proviso directing FMD to convene a work group that includes representatives from Superior Court, Department of Judicial Administration (DJA), DAJD, Prosecuting Attorney's Office (PAO), Department of Public Defense (DPD), Office of Performance, Strategy and Budget (PSB) and other appropriate parties to elicit information, to develop options and to develop a preferred recommendation to increase the space or relocation of the superior courtroom E-1201. This work is currently underway.

Employee Wellness Room – Unplanned

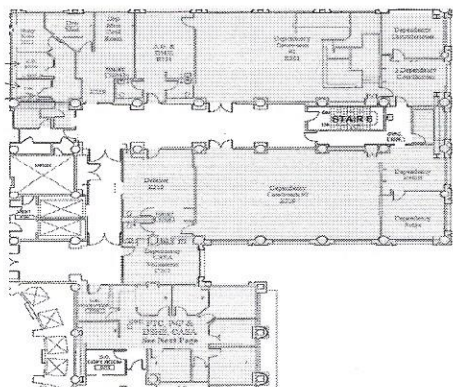
The 2019/2020 budget called for FMD to create employee wellness rooms in both the MRJC and KCCH. Space vacated by the DPD screening function on the 8th floor of KCCH was turned into an all-county employee wellness room. It is included the County's Outlook directory as a resource and employees can schedule its use.

DPD Screeners and Drop in Space – Unplanned

702 USF (825 RSF) of space on the 6th floor of KCCH previously occupied by non-county title companies was converted to space for the DPD screening function and drop in space for DPD attorneys when working in KCCH.

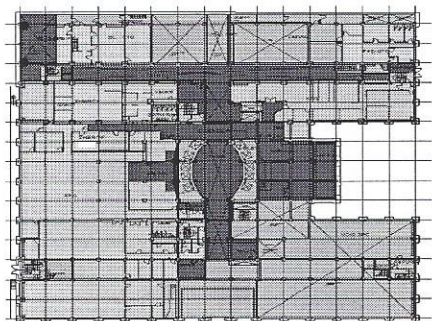
Superior Court Dependency

The Superior Court Dependency function will remain in KCCH until 2021 when the parking garage is complete at the CFJC. Currently this function is occupying approximately 9,630 USF (10,550 RSF) on the 2nd floor of KCCH. This space includes two courtrooms as well as space for associated staff functions such as DPD, the Court Appointed Special Advocates (CASA) and the state. When Dependency relocates to the CFJC, it is Superior Court's intent to return the space to its former use as two trial jury courtrooms and ancillary space for support staff.



KCSO AFIS Relocation

Automated Fingerprint Identification System (AFIS) is currently located on Floor 1A of KCCH and will relocate to portions of the 1st and 2nd floor of the Blackriver Building in early 2020. AFIS currently occupies 16,858 USF (18,281 RSF) in KCCH. There are currently no plans for another agency to occupy this space once it is vacated. The space has a low ceiling height and very little daylight and is not suitable for office space.



Future Plans and Objectives

- Occupancy of Floor 1A – Once AFIS is relocated, over 16,000 usable square feet will be vacant. While this space is not easily accessible, it is directly off the loading dock and could be put to good use.
- Analysis of options to improve the existing location or find a new location for Work Education Release (WER) program.
- Continued evaluation as part of the Civic Campus Plan.

4. Chinook

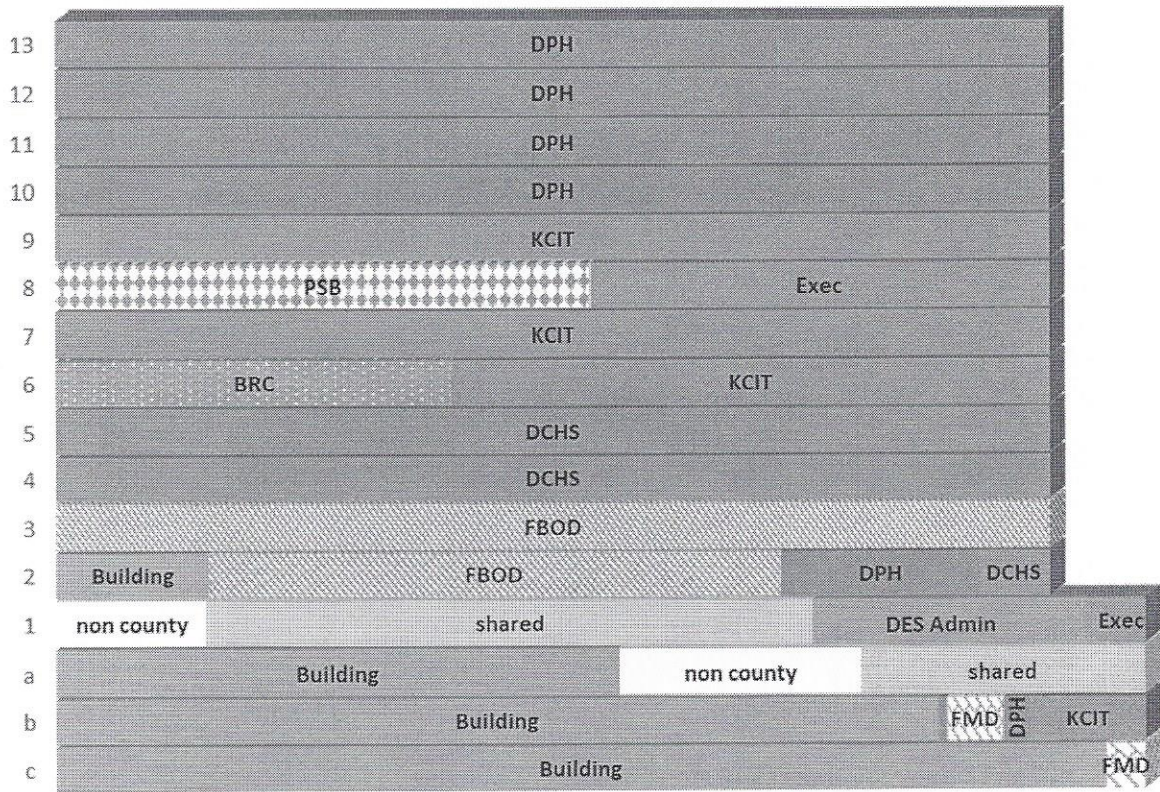


Building Data

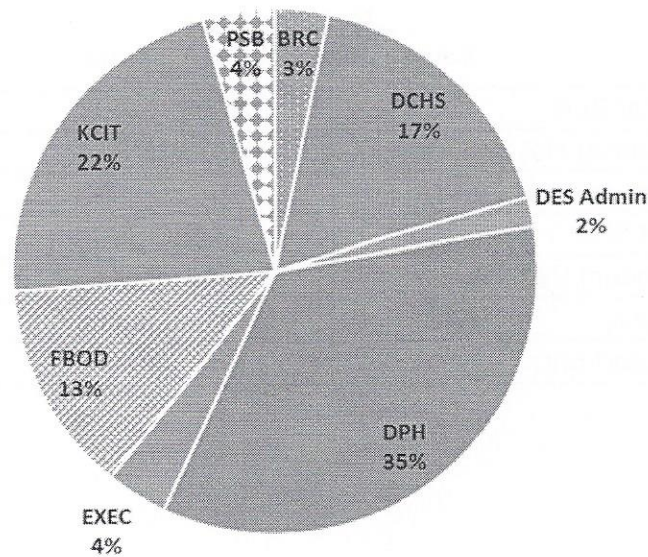
Source: King County Assessor

Year Built	2006
Building Net Square Footage	303,939 SF
Construction Class	Structural Steel
Lot Size	28,320 SF
Present Use	Office Building
Views	No
Waterfront	No

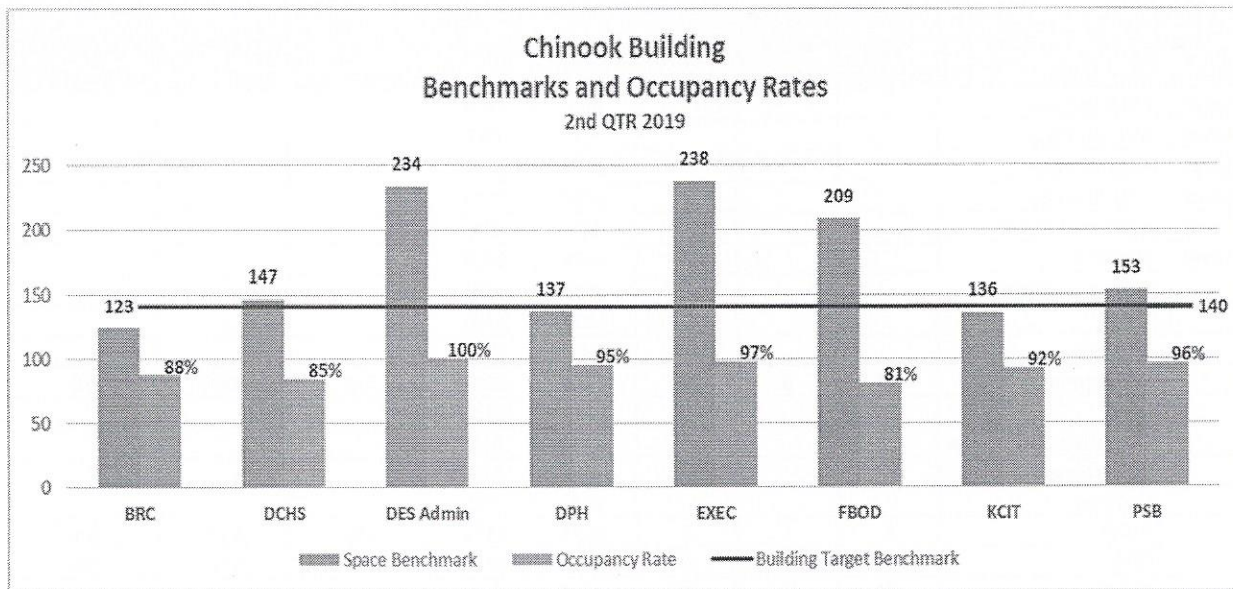
Chinook Building 2019



Chinook Building Office Space Allocation



Benchmark and Occupancy Rates



The Chinook building is one of the county's most space efficient buildings. The benchmark for this building has been set at 140 USF per FTE. This is based on the original floor layout designed by the building architects. The building is ideally suited to an open layout where the hard walled offices are on the interior to allow daylight to reach all staff located on the floor.

Even though the Department of Public Health vacated the 9th floor of the building, they still occupy the majority of the office space at 35% of the building. Most of the departments in the building are at over 90% occupancy. Of the exceptions, DCHS and FBOD were due to the point in time surveys which do not always reflect the near term hiring plans of the departments. The BRC space is also below the target benchmark for the building, but it accommodates a number of non-county contractor staff who do not occupy the space on a full time basis. The space also has a number of smaller than standard sized cubicles which were meant to accommodate the part time contractors.

PSB estimates a zero percent growth for occupants of the building, with the exception of DCHS and DPH who have a projected growth forecast of three percent. At a 95% occupancy rate it is unlikely that DPH will be able to accommodate this growth in their current Chinook Building footprint.

Chinook Building 2019

Floor	Occupant	Occupied Work Stations	Vacant Work Stations	Total Work Stations	Useable Square Feet	Rentable Square Feet	Space Benchmark	Occupancy rate	PSB Growth Assumptions
C-Level	FMD Storage				893	1019			
B-Level	DPH Storage				556	635			
B-Level	FMD Storage				1178	1345			
B-Level	KCIT Storage				2389	2728			
B-Level	RALS Mail Room				181	206			
A-Level	Daycare				5638	6437			
1	BRC - training room				1301	1485			
1	credit				1138	1299			
1	Daycare				240	274			
1	DES Admin	19	0	19	4451	5082	234	100%	0%
1	DIVA				1083	1236			
1	Executive Conference				778	888			
1	KCIT Storage				201	229			
2	Daycare				254	290			
2	DCHS	5	1	6	1383	1579	231	83%	3%
2	DPH	22	2	24	3900	4452	162	92%	3%
2	FBOD	42	0	42	11274	12871	268	100%	0%
3	FBOD	79	28	107	19841	22651	185	74%	0%
4	DCHS	122	15	137	19885	22700	145	89%	3%
5	DCHS	111	27	138	19913	22733	144	80%	3%
6	BRC	56	8	64	7901	9019	123	88%	0%
6	KCIT	76	3	79	11944	13635	151	96%	0%
7	KCIT	123	15	138	19836	22645	144	89%	0%
8	EXEC	37	1	38	9029	10307	238	97%	0%
8	PSB	66	3	69	10547	12041	153	96%	0%
9	KCIT	153	11	164	19855	22666	121	93%	0%
10	DPH	148	3	151	19773	22573	131	98%	3%
11	DPH	157	8	165	19764	22562	120	95%	3%
12	DPH	132	7	139	19748	22544	142	95%	3%
13	DPH	113	10	123	19239	21963	156	92%	3%
Total		1461	142	1603	254112	290091	149	91%	

Status of 2016 RAMP Plans and Objectives

2016 Plans and Objectives	Status
Consolidation of DPD staff into one location	Complete – Dexter Horton
KCIT need for an additional 7,000 square feet	Complete – 7 th floor Yesler
OCROG need for more space, moving staff working on a pilot project to the Graybar building	Pilot projects moved to Admin. OCROG split between KCEO ESJ and Risk Management
DPH need for additional space	Completed – 2 nd floor
DCHS Best Starts for Kids requires DCHS to recover space loaned to DPH and possibly more space	Completed
BRC space needs	On-going
Improve efficiency of the 8 th floor	On-going

2016 – 2020 Relocations and Reconfigurations

Planned are reconfigurations, relocations, or major infrastructure work that was documented in the 2016 RAMP.

Unplanned are reconfigurations, relocations, or major infrastructure work that occurred between 2016 and 2019 were not anticipated in the 2016 RAMP.

King County Information and Technology (KCIT) - Planned

Even with the addition of the 9th floor to the KCIT footprint in the Chinook Building, KCIT needed more space. KCIT relocated the PSERN, DAJD JMS and PTAS project teams to the 7th floor of the Yesler Building.

Office of Civil Rights and Open Government (OCROG) - Planned

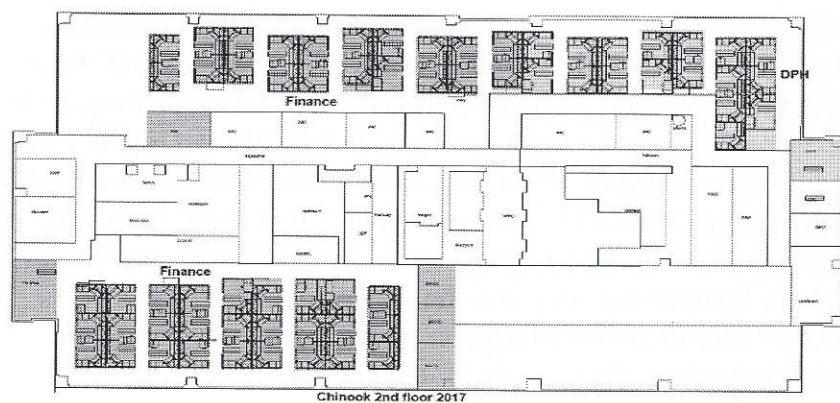
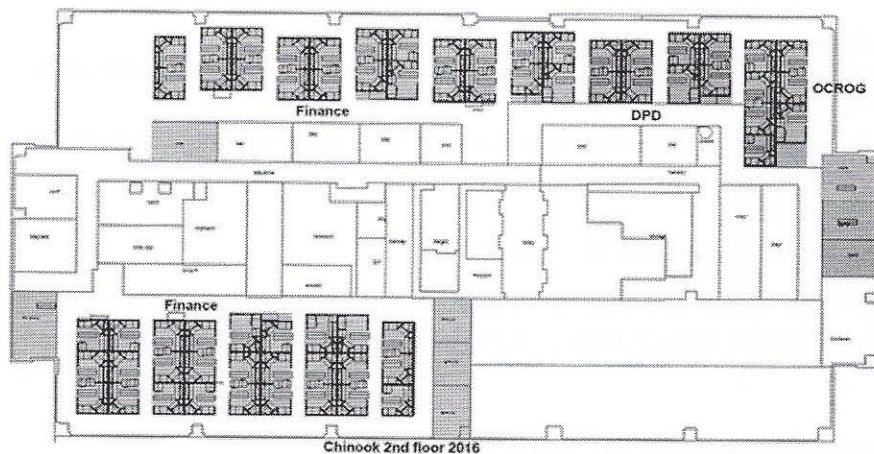
The 2016 RAMP noted that OCROG, with the addition of two pilot projects, had outgrown their space on the 2nd floor of the Chinook Building requiring some staff to be located on the 6th floor of the Administration Building. With the completion of the pilot projects, OCROG went through a reorganization. A portion of the functions and staff were re-assigned to the Office of Equity and Social Justice and the remaining functions and staff were re-assigned to the Risk Management. Subsequently, OCROG vacated the space of 840 USF (1,333 RSF) they had been occupying on the 2nd floor of the Chinook Building. The staff re-assigned to the Office of Equity and Social Justice relocated to the 8th floor of the Chinook Building, and the staff assigned to Risk Management were relocated to the 6th floor of the Administration Building, until the project to increase the footprint of the Risk Management space on the 3rd floor of the Administration Building was completed.

Finance and Business Operations Division (FBOD), Department of Public Health (DPH), and Department of Community and Human Services (DCHS) - Planned

With the relocation of the Department of Public Defense (DPD) Director's office to the Dexter Horton Building in 2016 and the relocation of OCROG in 2018, FBOD had excess space on the 2nd floor of the Chinook Building. After DPH was consolidated in the Chinook Building from 5 floors to 4 floors in 2016, a small unit of DPH was moved to the 5th floor where DCHS was located. By the 1st quarter of 2017, DCHS needed the space on the 5th floor occupied by DPH.

DPH staff was relocated to vacant space on the west side of the 2nd floor of Chinook. Once OCROG vacated the 2nd floor of Chinook in 2018, there was enough space on the west side of the 2nd floor to accommodate all of the 2nd floor FBOD staff. DPH, on the west side of the floor was relocated to the east side, and the FBOD staff on the east side was relocated to the west side. This gave the DPH staff their own demised space on the 2nd floor. A very small portion of the DPH 2nd floor space has a handful of DCHS staff.

DPH is beginning to fall short of enough space to adequately support their programs. FBOD is quickly filling up as they have created new teams to meet the procurement demands of the Metro Transit Department.

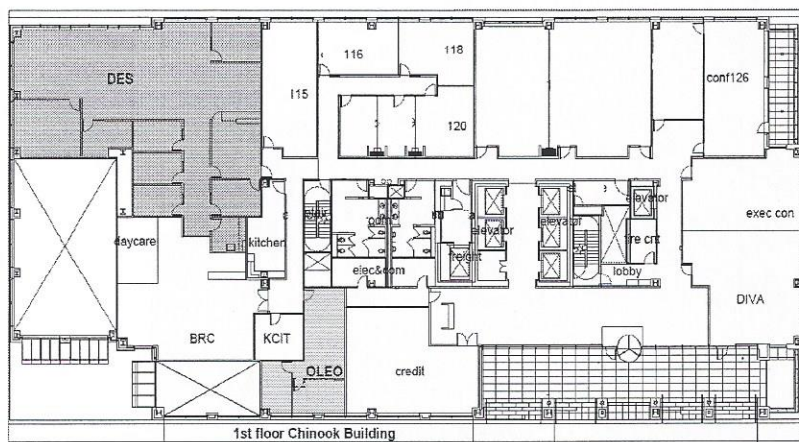


Department of Community and Human Services (DCHS) - Planned

In 2019, DCHS relocated the newly named Children, Youth and Young Adults Division, which includes the Best Starts for Kids program, and Developmental Disabilities and Early Childhood Supports Divisions off of the 4th and 5th floors of the Chinook Building to the Central Building, to make room for growth in programs. DCHS continues to struggle with finding enough space to accommodate their growth in programs.

Alternate Dispute Resolution (ADR) – Unplanned

The ADR staff became part of the new Department of Human Resources Career and Culture Division and were moved from the 1st floor of the Chinook Building in the DES Director's office to the 8th floor of the Central building. The Central Building offered the opportunity for the new division to be co-located.



Office of Law Enforcement Oversight (OLEO) – Unplanned

With an increase in staff, OLEO was no longer able to operate in their small space on the 1st floor of Chinook. They were temporarily relocated to the 8th floor of the Central Building and will soon be relocated to the 7th floor of the building, as the space they are located in on the 8th floor is needed for the expansion of the DHR Career and Culture Division.

Expansion of DES Director's office – Unplanned

The 2019/2020 budget moved Fleet Administration and the King County International Airport to the Department of Executive Services. This added responsibility, along with the addition of the Inquest and Creative Economy programs to the DES Director's office. The increase in staffing requires additional space. With the relocation of ADR and OLEO to the Central Building, there is an opportunity to reconfigure the existing DES office and the former OLEO office to accommodate this growth. The planned completion date of this project is the 3rd quarter of 2019.

Future Plans and Objectives

- Phase 1 of the Chinook Building HVAC project is complete. It is anticipated that Phase 2 will be completed by the end of 2020. Once all repairs are complete, the HVAC system will support the originally designed capacity on each floor.
- Should the Chinook Building spandrels need replacing, this project could be a major undertaking affecting the majority of Chinook tenants.
- Continued evaluation for Civic Campus Master Plan

5. King Street Center

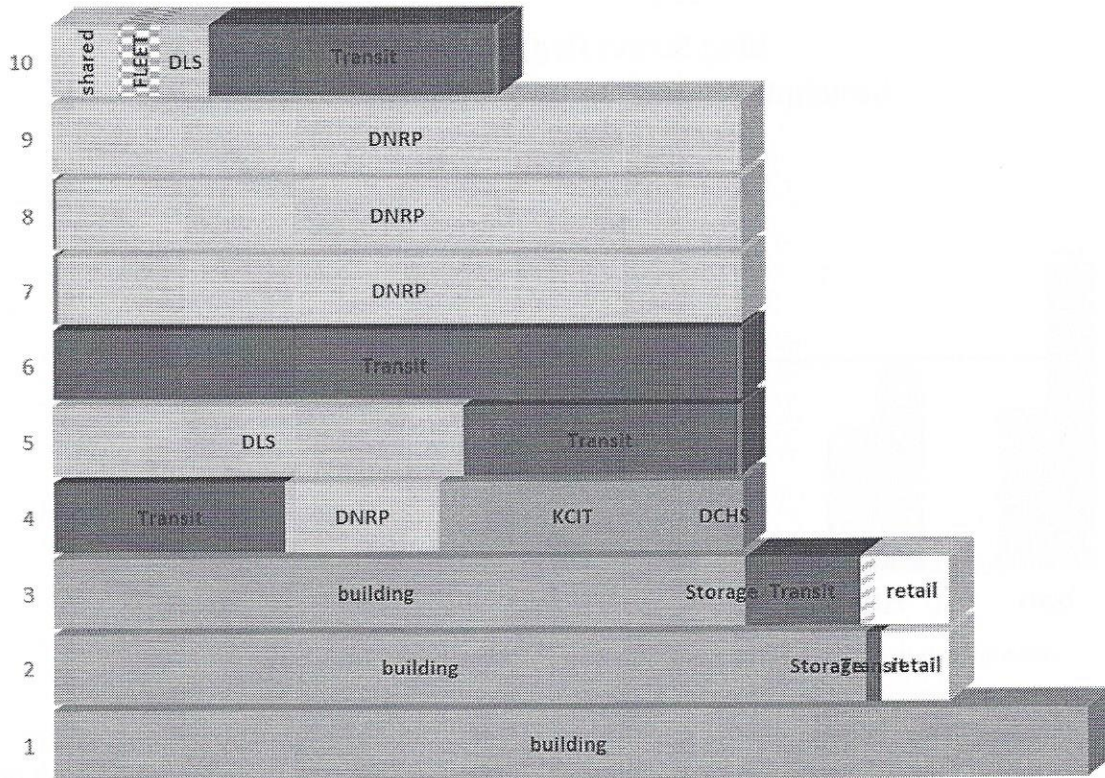


Building Data

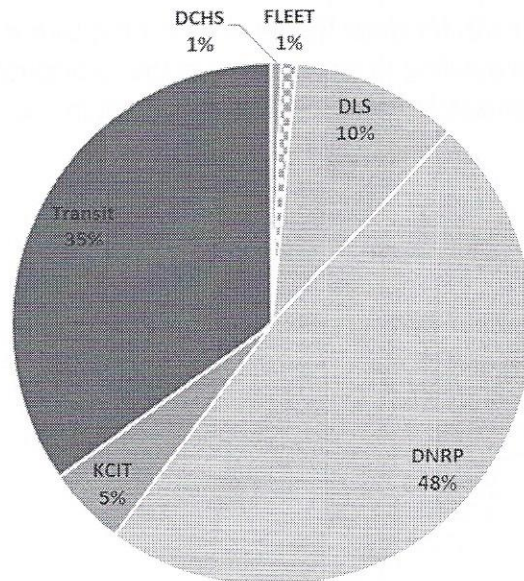
Source: King County Assessor

Year Built	1998
Building Net Square Footage	321,474
Construction Class	Reinforced Concrete
Lot Size	57,437
Present Use	Office Building
Views	No
Waterfront	No

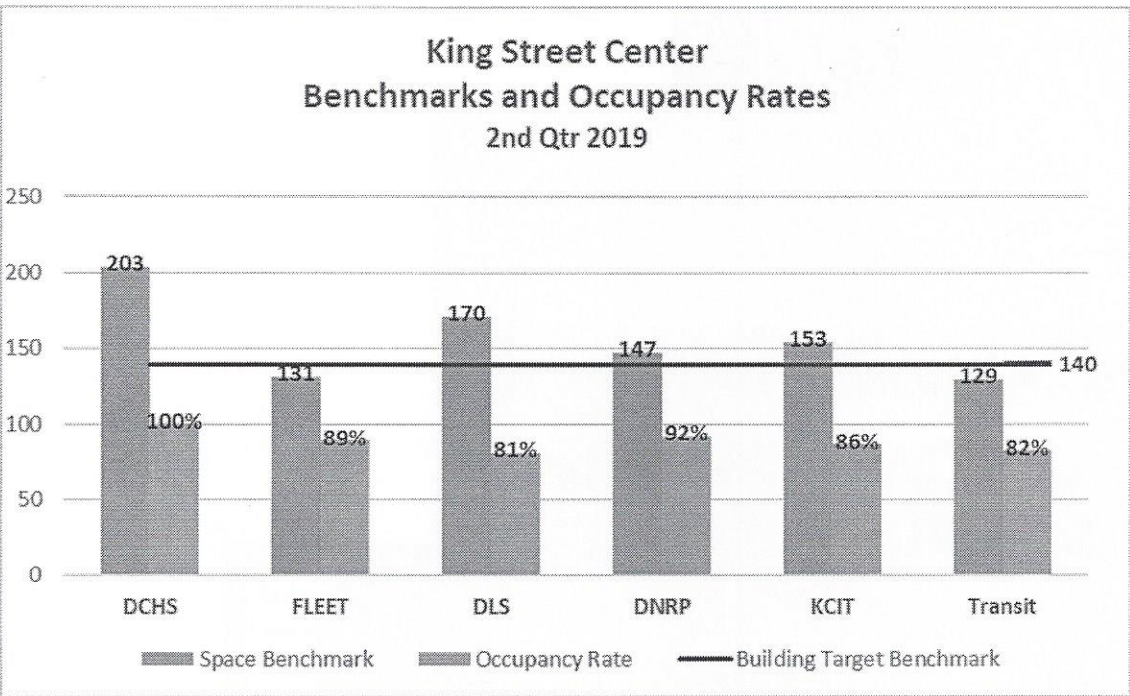
King Street Center 2019



KSC Office Space Allocation by Department



Benchmark and Occupancy Rates



The King Street Center building target benchmark is 140 USF per FTE. The majority of the spaces are within 10% of the benchmark and at 80 – 90+ percent occupancy. It should be noted that the occupancy information was taken at a point in time when Transit was shifting staff in the building and between buildings. The occupancy rate for Transit is likely higher today than it was in the 2nd quarter of 2019.

PSB anticipates significant growth for most the tenants in King Street Center. There is not enough available space in the building to accommodate the anticipated growth. FMD will collaborate with impacted agencies to meet their space needs in the next year.

King Street Center 2019

Floor	Occupant	Occupied Work Stations	Vacant Work Stations	Total Work Stations	Useable Square Feet	Rentable Square Feet	Space Benchmark	Occupancy rate	PSB Growth Assumptions
B-Level	DNRP Storage				237	275			
A-Level	DNRP Storage				3684	4264			
A-Level	retail				3513	4067			
A-Level	Transit Storage				293	339			
A-Level	Transit D&A counseling				803	929			
1st Fl.	DLS Storage				317	366			
1st Fl.	DNRP Library				825	956			
1st Fl.	DNRP Storage				2230	2581			
1st Fl.	retail				4251	4920			
1st Fl.	Transit Orca Lift				586	679			
1st Fl.	Transit Pass Sales				6014	6961			
2nd Fl.	DCHS	8	0	8	1626	1882	203	100%	3%
2nd Fl.	DNRP	52	4	56	7146	8272	128	93%	5%
2nd Fl.	KCIT	70	11	81	12424	14381	153	86%	0%
2nd Fl.	Transit	54	46	100	10786	12485	108	54%	12%
3rd Fl.	DLS	115	30	145	24534	28399	169	79%	0%
3rd Fl.	KCIT Data				247	286			
3rd Fl.	Transit	104	31	135	16374	18954	121	77%	12%
4th Fl.	KCIT Data				268	311			
4th Fl.	Transit	265	22	287	40906	47350	143	92%	12%
5th Fl.	DNRP	260	21	281	40884	47325	145	93%	5%
5th Fl.	KCIT Data				287	333			
6th Fl.	DNRP	246	17	263	41085	47557	156	94%	5%
6th Fl.	KCIT Data				219	254			
7th Fl.	DNRP	257	29	286	40905	47349	143	90%	5%
7th Fl.	KCIT Data				263	305			
8th Fl.	FLEET	16	2	18	2350	2720	131	89%	0%
8th Fl.	DLS	15	0	15	2714	3142	181	100%	0%
8th Fl.	KCIT Data				239	277			
8th Fl.	Transit	111	17	128	15950	18462	125	87%	12%
Total		1573	230	1803	281959	326377	143	87%	

Status of 2016 RAMP Plans and Objectives

2016 Plans and Objectives	Status
Assume ownership mid 2017	Complete
Relocate Contractor for Transit Senior Services from KSC to Downtown Public Health	Complete – then relocated to contractor HQ.
Locate Fare Enforcement Space in Downtown Public Health	Modified – located to Graybar building
Relocate staff from the 2 nd floor of KSC to reconfigured KSC space and lease out the 2 nd floor	Modified – Reconfigured the 2 nd floor which is not occupied by County staff.

2016 – 2020 Relocations and Reconfigurations

Planned are reconfigurations, relocations, or major infrastructure work that was documented in the 2016 RAMP.

Unplanned are reconfigurations, relocations, or major infrastructure work that occurred between 2016 and 2019 were not anticipated in the 2016 RAMP.

Reconfigurations to Improve Efficiency – Planned

The reconfiguration of floors 2,3,4,7 and 8 at King Street was completed in early 2018. The initial scope of the project was to reconfigure floors 3, 4, 7 and 8. At that time the reconfigurations would have created enough additional workstations to move any staff located on the 2nd floor to the newly reconfigured floors. Once completed, the plan was to lease the 2nd floor to a non-county tenant, thereby generating revenue for the county.

Before the project was complete, the county was no longer downsizing but needed additional work space. Rather than lease the 2nd floor to a non-county tenant and lease additional space downtown for county staff, it was decided to reconfigure the 2nd floor to increase density. As a result the capacity at King Street Center was increased by 20%. This was done by the reconfiguration of the five floors and some internal adjustments made to the remaining two floors.

Floor	2011 Capacity	2019 Capacity	% change
2	196	245	25%
3	240	280	17%
4	230	287	25%
5	259	281	8%
6	253	263	4%
7	220	286	30%
8	110	161	46%
Total	1508	1803	20%

Floor capacity (number of occupied and vacant workstations and offices) as reported in the 2011 and 2019 RAMP

Were the county to lease space to accommodate the additional 295 staff that can now work in King Street, this would equate to approximately 59,000 square feet at the current year one market rate of \$43.00 per square foot or \$2.5 million in annual rent. The total cost of the reconfiguration projects was \$8 million.

The 2nd floor reconfiguration was different than the other floors because the occupants on the floor are from 4 different departments and there are no assigned private offices. All the hard-walled spaces are used as shared conference rooms available for the tenants use. The staff occupying the floor include: KCIT; DNRP Parks and WWT; DCHS All Home; and Transit.

Pass Sales Office Refresh - Unplanned

In 2017 the Pass Sales office was refreshed at the request of Transit. This included new paint and carpet, removal of the free standing customer information racks to improve the sight lines for customer and security flow. The lighting was increased to the maximum level available to address security issues both behind the cashier's counters and in the customer area. The service counters in both the cashier and information areas were rebuilt to better meet ADA standards.

Transit Expansion - Unplanned

In the 2019/2020 budget the Metro Transit Division became a stand-alone Department. PSB is forecasting a 12% increase in staffing levels for Transit. There currently isn't enough vacant space at King Street Center for the department. A downtown leased space has been added to accommodate some of the Transit growth in office space needs.

Future Plans and Objectives

- The DNRP Local Hazardous Waste Program (LHWP) is currently located in leased space which expires in June 2020. DNRP would like the program relocated to King Street Center but there currently is no space. FMD is working with DNRP to locate a suitable space which may entail relocating other DNRP staff out of King Street to make room for LHWP.
- Continued evaluation for the Civic Campus Master Plan.

6. *Blackriver*

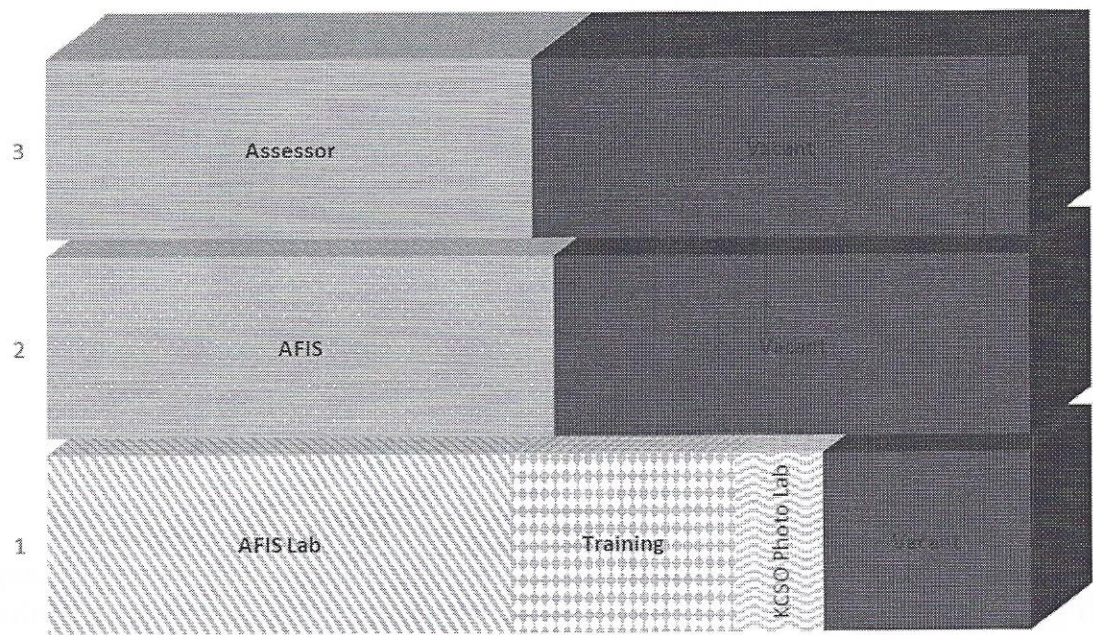


Building Data

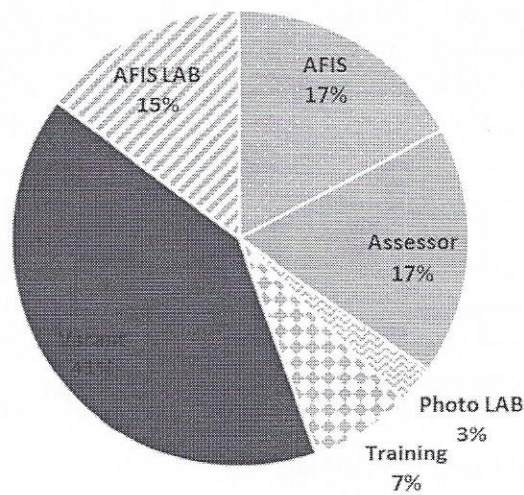
Source: King County Assessor

Year Built	1990
Building Net Square Footage	66,852
Construction Class	Structural Steel
Lot Size	214,079
Present Use	Office Building
Views	No
Waterfront	No

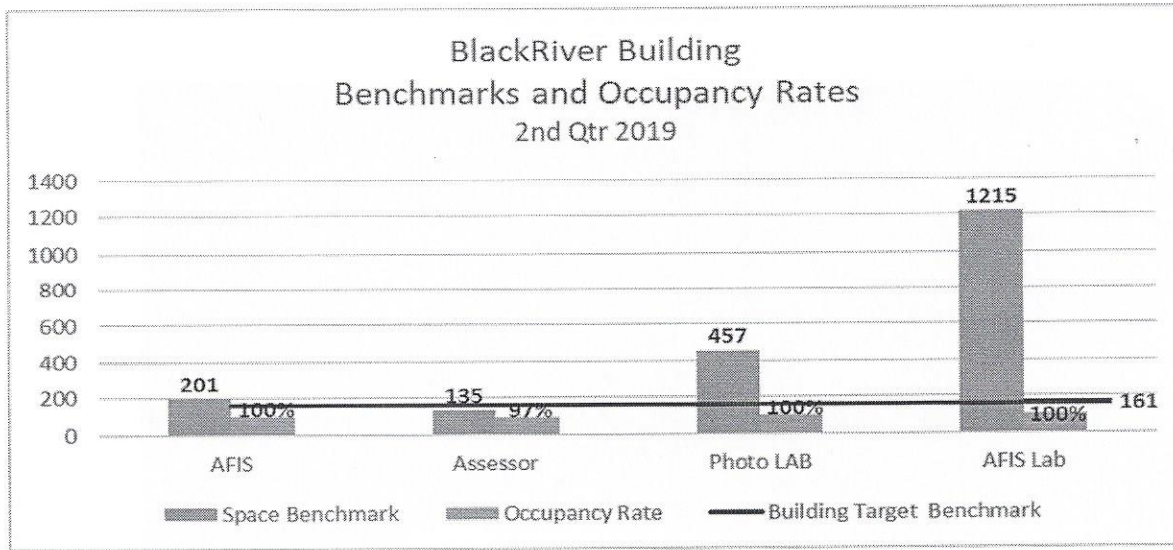
Blackriver 2019



Blackriver Office Space Allocation



Benchmark and Occupancy Rates



The target building benchmark for the Blackriver building is 161 USF per FTE. The newly designed AFIS space does not meet the benchmark because it was more cost effective to keep the majority of the existing space layout, which includes a number of hard-walled spaces, rather than demolish the existing spaces. Neither of the lab spaces meet the office space benchmark definition.

The occupied, or soon to be occupied, spaces are at or close to 100% occupancy. PSB does not anticipate additional growth for KCSO or the Assessor. Once AFIS and KCSO Photo Lab relocate to the building, 48% of the building will still be vacant. PSB's anticipated growth rate for the current tenants in the Blackriver building is zero percent.

Blackriver Building 2019

Floor	Occupant	Occupied Work Stations	Vacant Work Stations	Total Work Stations	Useable Square Feet	Rentable Square Feet	Space Benchmark	Occupancy rate	PSB Growth Assumptions
1	Photo LAB	4	0	4	1826	1933	457	100%	0%
1	Training				4718	4993			
1	vacant				4388	4644			
1	AFIS Lab	8	0	8	9723	10290	1215	100%	0%
2	AFIS	57	0	57	11453	12121	201	100%	0%
2	vacant				10793	11422			
3	Assessor	83	3	86	11579	12254	135	97%	0%
3	vacant				11888	12582			
Total		152	3	155	66368	70238	223	98%	

Status of 2016 RAMP Plans and Objectives

2016 Plans and Objectives	Status
Potential site for AFIS	Relocation approved

2016 – 2020 Relocations and Reconfigurations

Planned are reconfigurations, relocations, or major infrastructure work that was documented in the 2016 RAMP.

Unplanned are reconfigurations, relocations, or major infrastructure work that occurred between 2016 and 2019 were not anticipated in the 2016 RAMP.

Automated Fingerprint Identification System (AFIS) - Planned

The AFIS lab, located in the Barclay Dean Building, and the AFIS staff located on floor 1A of the downtown courthouse will both be relocated to portions of the 1st and 2nd floor of the Blackriver building. The new lab space in the Blackriver building will have more space to accommodate staff that are currently working in loaned space in the Kent and Kirkland Police Departments. The additional space will allow the staff to perform multiple functions simultaneously which will be more efficient and allow for faster evidence processing. The new lab at 9,723 USF (10,290 RSF). The lab will be relocated by the end of 2019. The location at Blackriver will also have improved access for their customers (right off of I-405 and SR 167) which will make it easier for them to drop off and pick up evidence. Parking for the customers will also be improved.

The AFIS staff will be relocated from floor 1A in KCCH 16,858 USF (19,686 RSF) to the 2nd floor of the Blackriver building 11,453 USF (12,121 RSF). The Blackriver space, while smaller in overall footprint, is more efficient and will allow staff from different AFIS units to communicate with each other more effectively. This relocation also co-locates the lab and the staff spaces in one building and include a large training room.

KCSO Photo Lab - Unplanned

The KCSO Photo Lab is currently located in the Yesler building on the 1st floor. By the end of 2019 they will be relocated to the 1st floor of the Blackriver Building. The new location co-locates the Photo Lab with the AFIS staff and lab. The current Yesler square footage is 2,519 USF (2,625 RSF). The new Blackriver square footage is 1,826 USF (1,933 RSF). While the new footprint is smaller, it is much more efficient with no wasted area and has been designed with their mission in mind. The unit will have an updated space with better network connectivity in all of their work areas.

DNRP Parks CIP – Unplanned

The Parks CIP staff are temporarily using a small portion of the 3rd floor of the Blackriver building for a remote office during the construction of the Lake to Sound Trail Segment A project. The trail project is primarily located in the Black River Riparian Forest in Renton. The Blackriver building is ideally located due to its proximity to the project. The space is used by the project team. It is anticipated that the space will be needed through the end of 2019 or possibly the 1st quarter of 2020.

Future plans and objectives

- Continue to find opportunities to fill the unused sections of the building.

7. Maleng Regional Justice Center

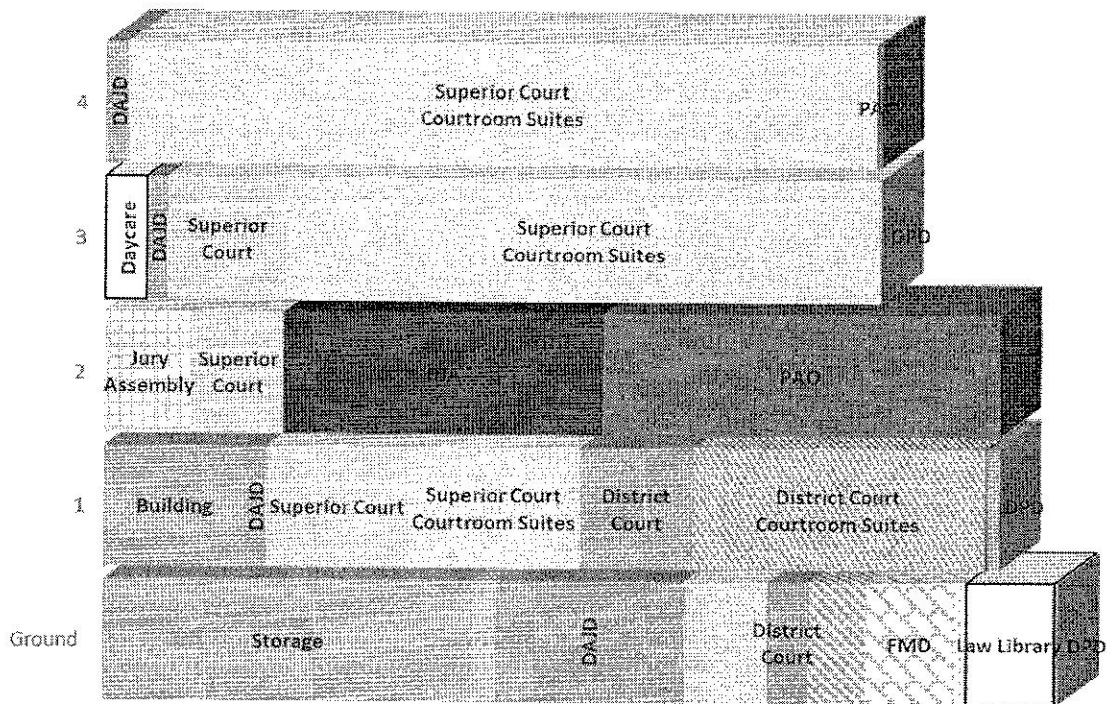


Building Data

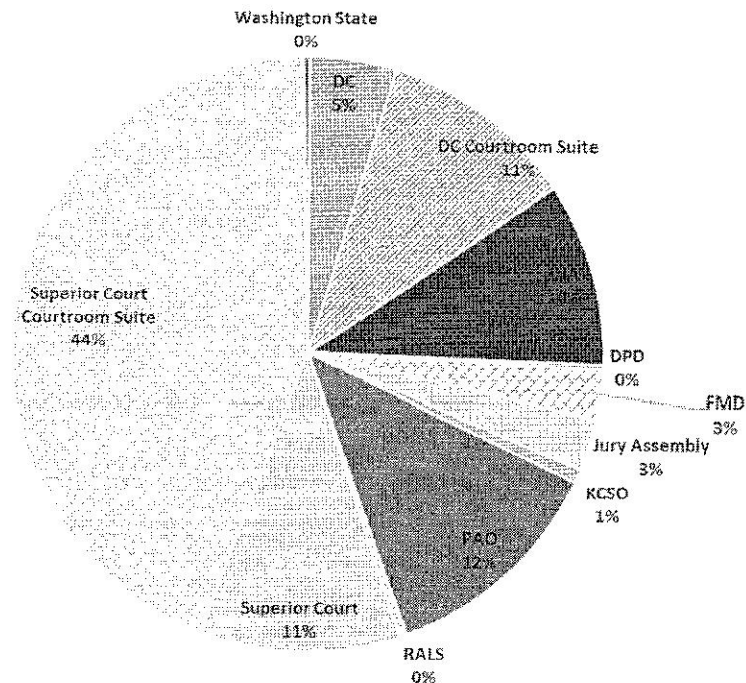
Source: King County Assessor

Year Built	1997
Building Net Square Footage	233,000
Construction Class	Masonry
Lot Size	425,205
Present Use	Governmental Service
Views	No
Waterfront	No

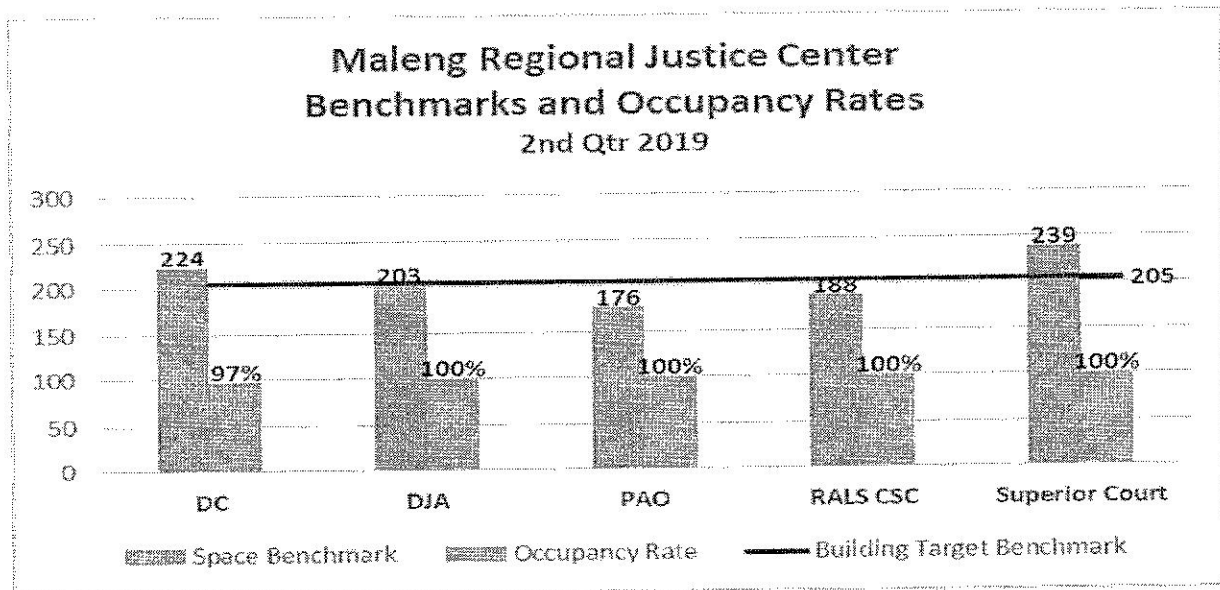
MRJC 2019



MRJC Office & Courtroom space allocation



Benchmark and Occupancy Rates



The target building benchmark for the MRJC is 205 USF per FTE for office space only. The benchmark does not apply to, nor does it include in the calculation, space identified as courtroom suites, which include courtrooms, courtroom ante rooms, judges' chambers, bailiff's offices, commissioners' offices, jury rooms and any restrooms for the exclusive use of jurors and judges.

We did not identify the number of staff located in the courtroom suite spaces. Of the space on floors G – 4 occupied by county staff; 44% is dedicated to Superior Court courtroom suites and 11% is dedicated to District Court courtroom suites. The majority of the allocated office space in the Courthouse has an occupancy rate of 100%. The PSB growth assumptions for the tenants of the building is zero percent.

Maleng Regional Justice Center 2019

Floor	Occupant	Occupied Work Stations	Vacant Work Stations	Total Work Stations	Useable Square Feet	Rentable Square Feet	Space Benchmark	Occupancy rate	PSB Growth Assumptions
GRND FLR	DAJD				8650	9912			
GRND FLR	DC	8	0	8	1874	2147	234	100%	0%
GRND FLR	DC Courtroom Suite				2646	3032			
GRND FLR	DC Storage				495	567			
GRND FLR	DJA Storage				628	719			
GRND FLR	DPD Conference room				178	204			
GRND FLR	DPD Storage				634	726			
GRND FLR	FMD				3807	4362			
GRND FLR	FMD Security				166	190			
GRND FLR	FMD Storage				13519	15490			
GRND FLR	KCSO Marshalls				1082	1240			
GRND FLR	LAW LIB				4033	4621			
GRND FLR	PAO Storage				923	1058			
GRND FLR	RAIS CSC	2	0	2	375	430	188	100%	0%
GRND FLR	RAIS Mail Room				230	263			
GRND FLR	Superior Court	6	0	6	1069	1225	178	100%	0%
GRND FLR	Superior Court Courtroom Suite				2755	3157			
GRND FLR	Superior Court Storage				669	766			
1	Concession				219	251			
1	DAJD				1049	1202			
1	DC	25	1	26	5738	6574	221	96%	0%
1	DC Courtroom Suite				14811	16971			
1	DPD Conference room				240	275			
1	DPD Screeners				367	420			
1	KCSO Gun Lockers				52	60			
1	LAW LIB				320	367			
1	PAO Conference Room				134	153			
1	Superior Court	36	0	36	7216	8268	200	100%	0%
1	Superior Court Courtroom Suite				8773	10052			
1	Washington State				552	633			
2	DJA	73	0	73	14803	16962	203	100%	0%
2	Jury Assembly				4043	4632			
2	PAO	104	0	104	18319	20991	176	100%	0%
2	Superior Court	13	0	13	4179	4789	321	100%	0%
3	DAJD				856	980			
3	Day Care				1719	1969			
3	DPD Storage				52	59			
3	Superior Court	18	0	18	5018	5750	279	100%	0%
3	Superior Court Courtroom Suite				24899	28530			
4	DAJD				944	1082			
4	PAO Conference Room				252	289			
4	Superior Court Courtroom Suite				32305	37016			
Total		285	1	286	190590	218384	205	100%	

Status of 2016 RAMP Plans and Objectives

2016 Plans and Objectives	Status
Building at full capacity no changes planned	Building remains at full capacity

2016 – 2020 Relocations and Reconfigurations

Planned are reconfigurations, relocations, or major infrastructure work that was documented in the 2016 RAMP.

Unplanned are reconfigurations, relocations, or major infrastructure work that occurred between 2016 and 2019 were not anticipated in the 2016 RAMP.

Wellness Room – Unplanned

The 2019/2020 budget called for FMD to create employee wellness rooms in both the MRJC and KCCH. An underutilized, but very small room, located on the 4th floor of the MRJC was selected for the wellness room. The room is on a main corridor and accessible by all county staff.

Gender Neutral Restroom – Unplanned

The 2019/2020 budget called for FMD to identify a location in the MRJC for a gender neutral restroom. An existing restroom on the ground floor was identified and only required updating to the signage.

Sewer Pump Replacement – Unplanned

In February of 2018 a sewer pump at the MRJC failed. FMD performed emergency repairs using replacement parts in order to keep the building operational. A new pump had to be installed in order to complete the permanent repairs.

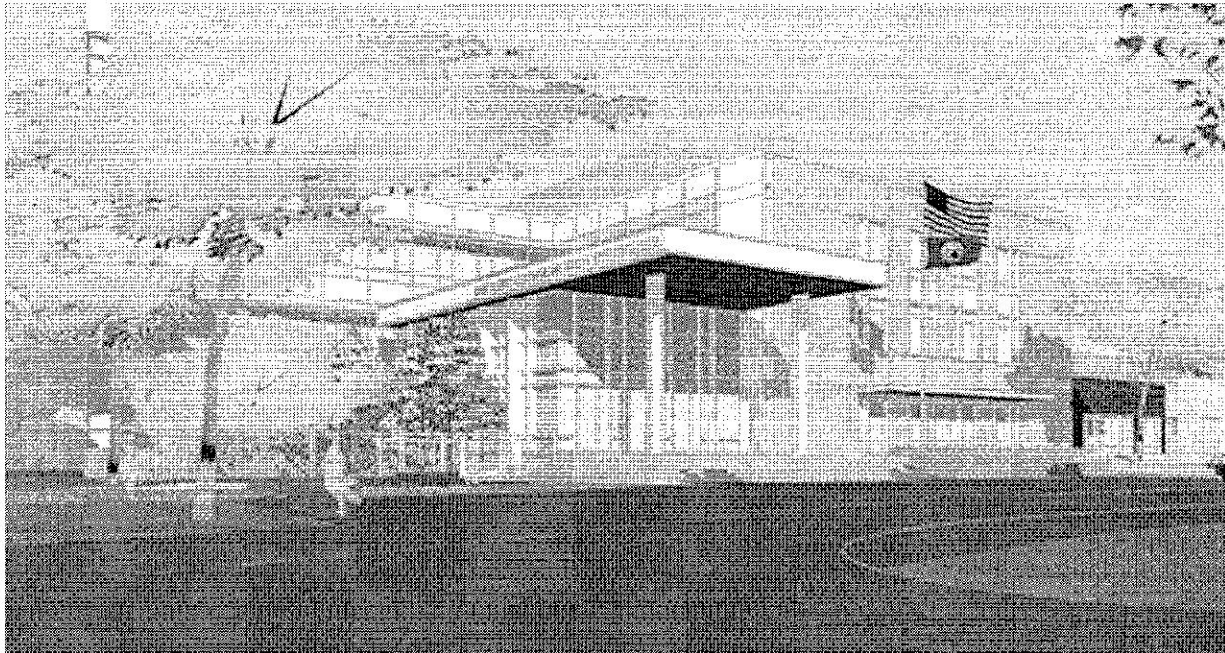
Bus Duct Repair – Unplanned

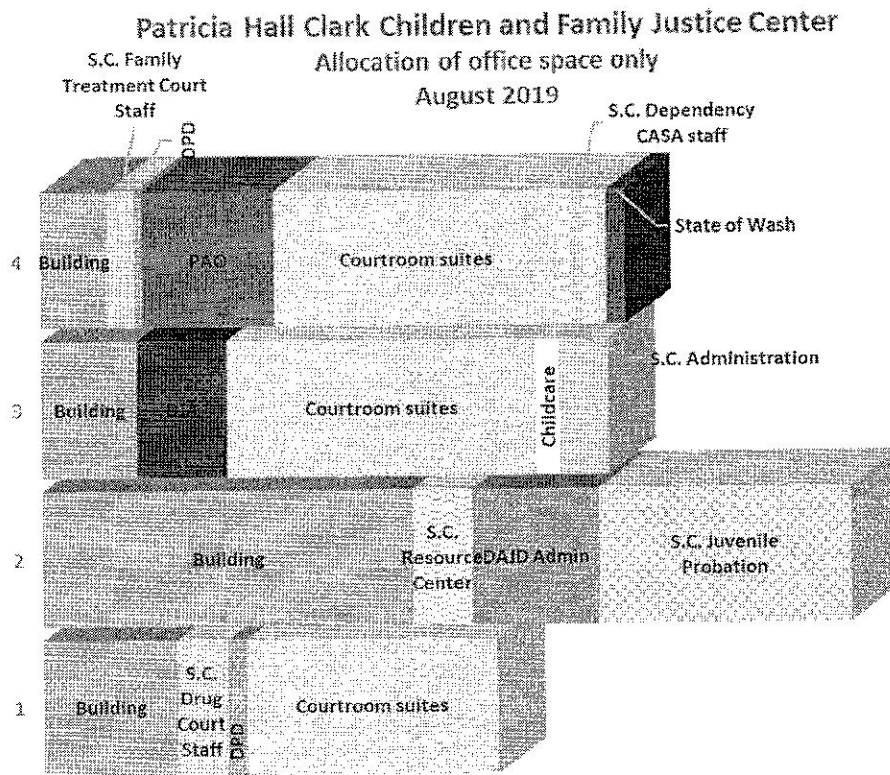
In late 2017/early 2018 damage occurred to the bus duct that supplied power to the north wing of the MRJC. A temporary fix was put in place to keep the building operational and once compatible products were sourced permanent repairs were performed. As part of the repairs to the bus duct a damaged electrical bus plug was also replaced (bus plugs connect to a bus duct to provide power distribution to electronic devices).

Future plans and objectives

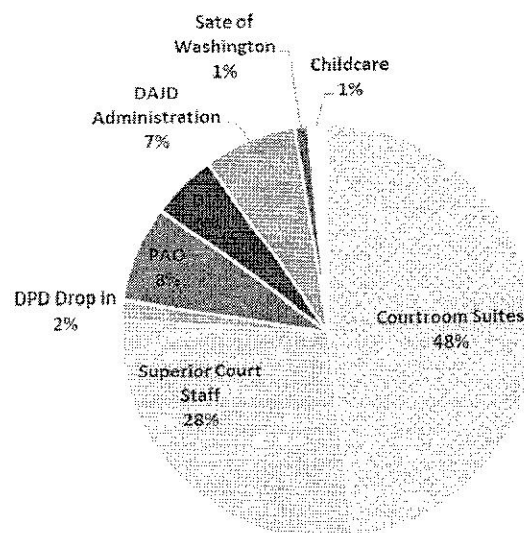
- Evaluation of space needs in and near MRJC. MRJC is at full capacity and there are three leased spaces for staff that support the court functions in the MRJC. In addition, there is an interest in identifying possible locations to expand the CCD to South King County. To address some or all of these needs, FMD is proposing the purchase of a building near the MRJC.
- The roof covering at the MRJC is reaching the end of its useful life. Planned replacement will begin 3rd quarter of 2020.

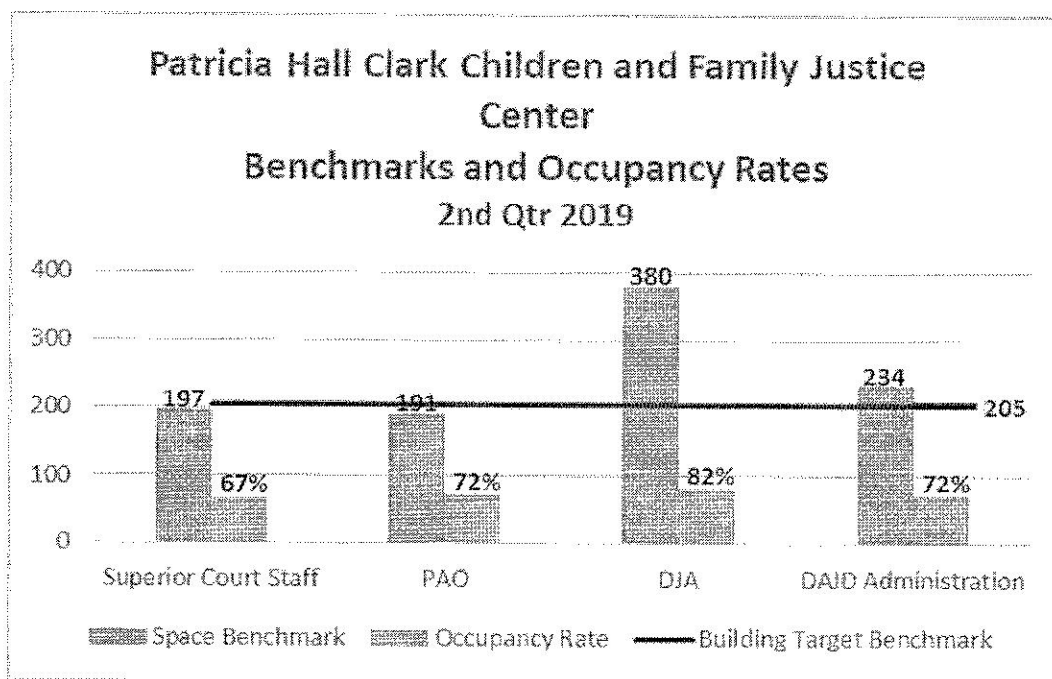
8. Patricia Hall Clark Children and Family Justice Center





Patricia Hall Clark Children and Family Justice Center
non detention space
August 2019





Benchmark and Occupancy Rates

The Patricia Hall Clark Children and Family Justice Center (CFJC) is scheduled to open in November 2019. Complete occupancy of the facility is not anticipated until the campus, including the parking garage, is complete in the first quarter of 2021. At the writing of this document FMD has not completed the space allocation process to finalize the rentable square footage assigned to each agency that will occupy the building. The charts above represent the predicted allocation of the office space only. It does not include space allocated to detention, security, or building maintenance functions in the court facility. This data is based on the spreadsheets prepared for the relocation in November of 2019. The current building target benchmark for the CFJC is set at 205 usable square feet per FTE.

Courtroom Suites

As with the KCCH and MRJC, courtroom suite spaces include courtrooms, courtroom ante rooms, judges' chambers, bailiff's offices, commissioners' offices, and any restrooms for the exclusive use of judges or courtroom staff. There will be two courtrooms on the 1st floor, four on the 3rd floor and four on the 4th floor. The 4th floor courtrooms will be assigned to the Dependency operations of Superior Court which will not relocate to the CFJC until 2021. At this time we do not benchmark or determine occupancy rates for courtroom suite spaces.

Patricia Hall Clark Children and Family Justice Center

Floor	Occupant	Occupied Work Stations	Vacant Work Stations	Total Work Stations	Useable Square Feet	Space Benchmark	Occupancy rate	PSB Growth Assumptions
1	DPD Drop in space				849			
1	Superior Court Juvenile Drug Court	4	8	12	2333	194	33%	0%
1	Courtroom Suite				11556			
2	DAJD Administration	18	7	25	5840	234	72%	0%
2	Superior Court Juvenile Probation	44	26	70	11620	166	63%	0%
2	Superior Court Resource Center	1	0	1	2751		100%	0%
3	Courtroom Suite				14189			
3	DJA	9	2	11	4179	380	82%	0%
3	Superior Court Juvenile Administration	9	4	13	2259	174	69%	0%
3	Future Childcare				1101			
4	Courtroom Suite				13125			
4	PAO	23	9	32	6119	191	72%	0%
4	Superior Court Family Treatment Court Staff				1319			
4	Superior Court Dependency CASA	19	0	19	2154	113	100%	0%
4	DPD Drop In space				317			
4	State of Washington				855			
Total		127	56	183	80566	189	69%	

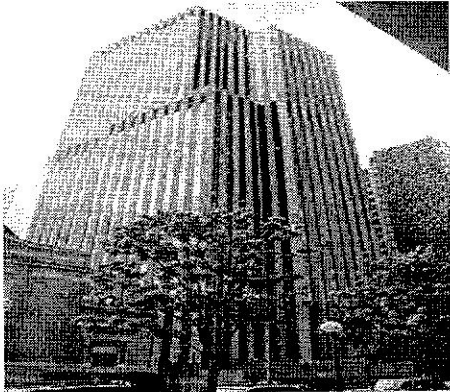
F. Leased Office Buildings

The information below covers the leased locations of interest in this report. Appendix E contains a full list of leased properties.

Occupant	Building	Occupied Work Stations	Vacant Work Stations	Total Work Stations	Rentable Square Feet	rentable sq ft per w/s	Occupancy rate	PSB Growth Assumptions
Transit	901 5th	84	34	118	20440	173	71%	12%
DHR	Central	7	7	14	4444	317	50%	0%
Council/OLEO	Central	6	2	8	3836	480	75%	0%
DCHS	Central	44	9	53	12419	234	83%	3%
OEFA	Central	3	0	3	827	276	100%	0%
DPD	Dexter Horton	275	18	293	86998	297	94%	0%
Council/Ombudsman	Dexter Horton	11	0	11	4185	380	100%	0%
Transit	Graybar	71	0	71	9147	129	100%	12%
DES/FMD Printshop	Graybar	5	0	5	5691	1138	100%	0%
DES/RALS	Graybar	6	5	11	3333	303	55%	0%
Storage	Graybar				1165			
Vacant	Graybar				2664			
DPD	Jefferson	32	58	90	26002	289	36%	0%
DPD	Jefferson	8	7	15	4429	295	53%	0%
Supct	Jefferson	16	0	16	6218	389	100%	0%
DPD	Kent Valley	13	5	18	4896	272	72%	0%
DPD	Meeker	89	2	91	24370	268	98%	0%
PAO	724 W. Smith	24	1	25	6090	244	96%	0%
DLS Permitting	Kendall Lake	95	2	97	21430	221	98%	0%

Usable square footage is not readily available on leased space.

901 5th



Address: 901 5th Ave. Seattle

Current term expires: March 30, 2024

Square footage: 20,440 RSF

This new five year lease at 901 5th Ave is occupied by various units of Metro Transit. The lease was acquired in early 2019 in order to accommodate Metro's rapid growth at King Street Center. At the time of data gathering, the leased space was not fully occupied, however it will likely be full by the end of 2019.

Central Building



Address: 810 3rd Ave. Seattle

Current term expires: December 31, 2021

Square footage 21,526 RSF

The Defender Association (TDA) was the prior tenant in this leased space at the Central Building. In 2013, when the County Council and Executive established the County's Department of Public Defense (DPD), TDA's employees became part of the County and the lease was assigned to King County. In June of 2018, the TDA division staff were relocated from the Central Building to the Dexter Horton building with the rest of DPD.

With the Best Starts for Kids voter-approved initiative, DCHS needed additional space for the growth in staffing to support the initiative. DCHS relocated the new Children, Youth & Young

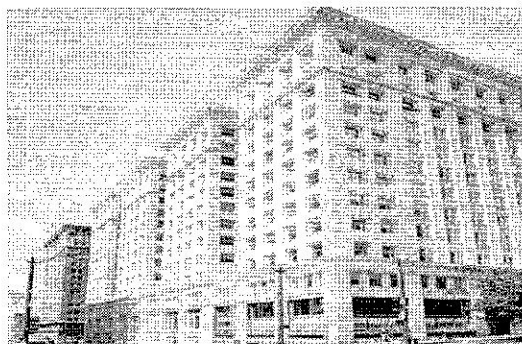
Adults and Developmental Disabilities & Early Childhood Supports Divisions to the Central Building 8th floor. The two divisions relocated to the Central Building in the 1st quarter of 2019 and occupy 58% of the leased space.

The remaining leased space on the 8th floor is occupied by sections of the new DHR (21%), OLEO (18%), and OEFA (4%). All moved in the 1st quarter of 2019.

The staffing for the new DHR required additional space beyond what was allocated to Human Resources in the Administration Building when they were a division. In order to accommodate the increased staffing, DHR is moving the Career and Culture Division to the Central Building. Portions of the division are already in the Central building. The remaining Career and Culture staff will relocate to the Central building when OLEO relocates from the 8th floor to the 7th floor.

OLEO relocated from the Chinook Building when the space was no longer adequate for their needs. They currently occupy 3,836 RSF of the 8th floor. However, in order for DHR to accommodate their entire Career and Culture Division on the 8th floor of the Central Building, and for the 5th floor Administration Building project to be the least expensive and disruptive, OLEO will relocate to a new lease on the 7th floor of the Central Building, totaling 2,456 RSF. This move is anticipated to occur by the end of 2019.

Dexter Horton Building



Address: 710 2nd Ave Seattle

Department of Public Defense (DPD) Lease

Current term expires: February 29, 2028

Square footage: 86,998 RSF

Council Ombudsman Lease

Current term expires: May 31, 2022

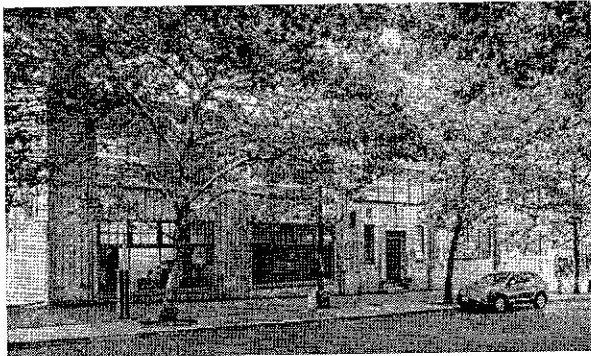
Square footage: 4,185 RSF

The county has two leases at the Dexter Horton building. The DPD space is a multiple floor lease that was occupied over the course of a three year period. The Associated Council for the Accused (ACA) from the Prefontaine Building and the Director's office from the Chinook Building were relocated to the Dexter Horton Building in December of 2016. The Northwest Defenders

Division (NDD) from the Watermark Building were relocated in September of 2017 and TDA from the Central Building were relocated in June of 2018. Some of the DPD attorneys who represent clients in Dependency matters at KCCH are temporarily working out of the Dexter Horton. When the Dependency calendar is relocated from KCCH to the CFJC upon the completion of the parking garage, the DPD attorneys will relocate to leased space in the Jefferson Building. This will provide some room for growth in the DPD space at Dexter Horton which is currently at 94% occupancy.

The county's second lease at the Dexter Horton Building houses the Council's Ombudsman. The Council's space in KCCH did not provide sufficient room for growth and the Ombudsman was relocated in June of 2018 to new leased space in the Dexter Horton building, 4,185 RSF.

Graybar Building



Address: 416 Occidental Ave. S. Seattle

Current term expires: June 30, 2029

Square footage: 22,000 RSF

The county has leased the Graybar building since 1999. The lease has expired and at this time FMD has negotiated a new agreement. The initial term of the new agreement will expire in June of 2029 with two (2) five (5) year options to renew. Under the new agreement the county will no longer lease the parking garage space in the basement. The FMD Inventory function was relocated from the Graybar building in June of 2019 and the basement garage space, which was being used for facilities inventory and supplies was no longer needed by the county. Under the new lease agreement, the county will consolidate the remaining operations located in the building to the 1st and 2nd floors.

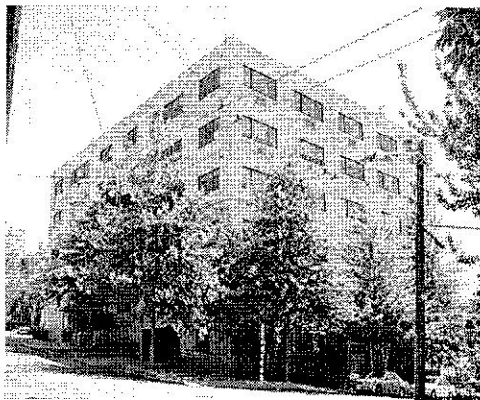
The space on the 2nd floor occupied by RALS is all office space. The space on the 1st floor occupied by the Printshop and the space on the 2nd floor occupied by Transit Fare Enforcement are primarily non-office space. The Printshop space has a small office for the manager and a supported employee. The rentable square footage per FTE shown on the leased table above includes all the square footage allocated to the Printshop for the necessary equipment.

Metro Transit Fare Enforcement has occupied a very small space in the Graybar building since 2016. With the relocation of the FMD Inventory function out of the building and the growth for all

of Metro Transit functions, Fare Enforcement will be now be occupying the majority of the 2nd floor of the building. In the expanded space they will initially have 71 staff working two shifts reporting to the Graybar building.

A portion of the Graybar space that is part of the county's new agreement has not yet been allocated to a specific department. There are multiple options for the 2,664 vacant square feet of space.

Jefferson Building



Address: 1401 E. Jefferson St. Seattle

Department of Public Defense Lease
Current term expires: May 31, 2024
Square footage: 26,002 RSF

Department of Public Defense Lease
Current term expires: June 30, 2020
Square footage: 4,429 RSF

Superior Court Lease
Current term expires: November 30, 2019
Square footage: 6,218 RSF

The Jefferson Building is conveniently located one block from the new Patricia Hall Clark Children and Family Justice Center (CFJC). The space on the 5^h floor is currently occupied by the Superior Court CASA program. The program will vacate this November when they relocate to the CFJC. This lease will expire in November of 2019.

The remaining two spaces were originally leased by the Society of Counsel Representing Accused Persons (SCRAP) and The Defenders Association (TDA). Both became divisions of the Department of Public Defense and the county was assigned the leases. At this time neither of the two leased spaces are at full occupancy due to the location of the court Dependency calendar in KCCH.

When the Dependency calendar is relocated to the CFJC in 2021, the DPD attorney's representing clients in Dependency matters will relocate from the Dexter Horton building to the

Jefferson building. Prior to their relocation FMD will undertake a tenant improvement in the leased spaces to increase the efficiency and ADA compliance. It is not known at this time whether or not the county will need to continue both leases. This location provides close and convenient access to the CFJC and continues the policy of supporting public defense while maintaining a separation of the Department of Public Defense counsel from other King County court functions.

724 W. Smith



Address: 724 W. Smith St. Kent

Current term expires: August 31, 2021

Square footage: 6,090 RSF

The Prosecuting Attorney's Office (PAO) Family Support function has been located in this space since 1998. The mission of the Family Support Division of the King County Prosecuting Attorney's Office is to promote family self-sufficiency and the well-being of children. The division is located downtown in the KCCH, and in leased space on W. Smith in Kent, several blocks from the Kent court facility.

Meeker Street Law Building



Address: 420 West Harrison St. Kent

Current term expires: June 30, 2020

Square footage: 24,370 RSF

What had previously been three leases is now one lease. ACA, SCRAP and TDA were the existing tenants in the Meeker Street Law Building when they became part of King County. All three of the ACA, SCRAP, and TDA leases at the Meeker Street Law building expired. This provided the county the opportunity to consolidate all three expired leases into one new lease.

The employees working at this location are primarily dedicated to providing legal counsel to clients needing representation at the MRJC. The location provides close and convenient access to the MRJC and continues the policy of supporting public defense while maintaining a separation of the Department of Public Defense counsel from King County Prosecuting Attorney, Superior Court, District Court and Sheriff's offices.

Kent Valley Professional Building



Address: 124 4th Ave. S. Kent

Current term expires: May 31, 2029

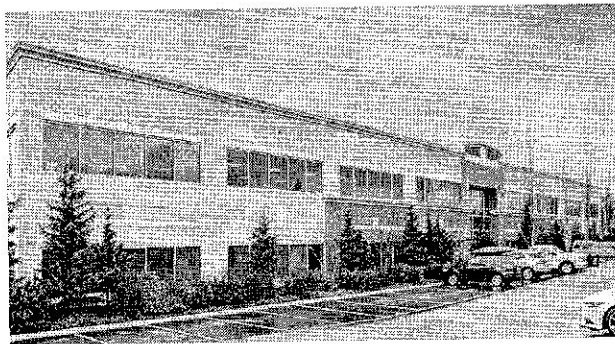
Square footage: 4,896 RSF

The DPD staff that support the Maleng Regional Justice Center (MRJC) in Kent are currently located in 24,370 square feet in the Meeker Street Law building across the street from the Kent

Valley building pictured above. There was no longer adequate space in the Meeker Street Law building to serve DPD's program needs and the department required expansion space. Acquiring more office space for DPD in Kent has been a priority for the Department's leadership since the department was formally created in 2013. The caseloads in Kent have increased over the last six years and the Meeker building no longer provided adequate space for attorneys to handle the workload. The purpose of adding the Kent Valley space to the DPD overall footprint in Kent is to temporarily address the space requirements of the public defenders divisions providing public defense services to the MRJC in Kent.

There is an opportunity for the County to purchase this building. While the building is currently full with multiple non county tenants in the future it could serve the needs of multiple county departments that provide support to the MRJC. This could include the expansion of the DAJD CCD programs.

Kendall Lake



Address: 35030 SE Douglas St. Snoqualmie

Current term expires: October 31, 2022

Square footage: 21,430 RSF

The Department of Local Services (DLS) Permitting Division relocated to Kendall Lake from the Blackriver Building in 2012. The space is at 98% occupancy with no anticipated growth. It would not be feasible to co-locate the other divisions of this newly created department in the space under this lease agreement.

VI. Long-Term Facility Planning Initiatives

This section presents current FMD efforts to provide long-term facility planning, including updates to 2016 long term facility planning initiatives and new 2019 long term facility planning initiatives.

A. Updates from 2016 Long-Term Facility Planning Initiatives

1. Civic Campus Master Plan Scoping and Methodology Proposal

King County is a significant landowner in Seattle, owning more than 2.4 million square feet. Several county buildings are relatively new (Chinook, King Street), however, three of the county's largest buildings – King County Courthouse, King County Correctional Facility and King County Administration Building are aged with operating deficiencies and many deferred maintenance projects. In 2014 the Council included a proviso requiring an assessment of alternatives to continuing to reinvest in the Courthouse. In response to the proviso the Executive is proceeding with a project that looks at the entire Seattle civic campus and how to maximize value of county real estate while still meeting the needs of the public. The Council appropriated \$4.2 million to support the development of the Civic Campus Master Plan.

Work completed 2016-2019

The Executive convened a panel to select a design team for this project and Northwest Studio, a local Seattle firm with nationally renowned projects, was chosen. The Executive established an Advisory Committee and Oversight Committee. The former is comprised of staff to elected County leadership and the latter is comprised of elected County leadership and community stakeholders. Phase one included development of vision and guiding principles in collaboration with the advisory and oversight committees and Northwest Studio.

Current status

There are several components to the analysis necessary for this project. The Data Gathering stage is near completion and the Facilities Analysis and Alternatives Analysis stages are currently underway.

Work to be continued 2020-2024

The last two stages are the Alternatives Analysis and the Master Plan Development Stage which are expected to be completed in time for the 2021 budget development process.

2. King County Courthouse Revitalization Project

The 2015/2016 biennial budget included funding to complete a comprehensive assessment of the Courthouse building systems and the capital projects recommended to address identified infrastructure repair and replacement needs. Although the General Fund's revenue growth remains insufficient to address the backlog of needed major maintenance work, the report

provided the data necessary to adequately assess risk, prioritize projects, and provided the cost information to develop building alternative and financing scenarios.

Work completed 2016-2019

The KCCH revitalization report was transmitted to Council in August 2016 and identified \$150 million in repairs needed for the KCCH. FMD has completed four projects in the King County Courthouse during this time period. The Courthouse Bus Duct Replacement project was completed in 2017 at a cost of just under \$5 million.

Current status

FMD is currently completing budgeted projects and requesting funding for new projects that meet the criteria of life and safety. FMD is drafting a proviso response due to Council in September 2019 regarding the location of the Chief Criminal Court.

Work to be continued 2020-2024

FMD will continue to evaluate projects that meet the life and safety criteria established for KCCH projects as well as considerations and recommendations from the Downtown Civic Campus study.

3. Archives and Records Center Warehouse

The Archives and Records Center Warehouse, located at 1215 E Fir Street in Seattle, is comprised of two buildings on a single lot. They were constructed in 1952 and occupy a net area of 59,000 square feet on the 75,251 square foot lot. The County's archived records collection exceeded the capacity of the climate-controlled building and the building experienced a shortage of space available to provide customer service. The Seattle Housing Authority expressed interest in purchasing at least a portion of the site to develop affordable housing.

Work completed 2016-2019

The Records Building was sold to Seattle Housing Authority for low income housing in 2018 (Ordinance #18631). A leased facility was found for records storage and materials were relocated from the Records Building to the South Park Warehouse located at 7272 West Marginal Way South.

Current status

The Archives Building is slated for capital improvement in 2020.

Work to be continued 2020-2024

Completion of capital improvements of Archives Building. The work associated with the improvements at the Archives Building include improved customer service space, a doubling of the space with HVAC climate control systems and the installation of high efficiency lighting.

4. Space Needs for the Department of Public Defense

The previous RAMP outlined the continued need for space for public defense staff near the KCCH, CFJC and MRJC locations. FMD focused first on the downtown space and CFJC location needs; FMD will focus on DPD MRJC space needs in the 2020 - 2023 period.

Work completed 2016-2019

All three DPD divisions, SCRAP, TDA and ACA were relocated from their individual downtown lease sites to new county leased space in the Dexter Horton Building. The county negotiated a new lease for additional space for DPD in Kent Valley Professional Building for MRJC staff, in addition to the DPD space in the Meeker Building.

Current status

DPD staff occupy space in multiple leased facilities near the three county courthouse facilities: KCCH, CFJC and MRJC. In addition, DPD attorneys are in the Walter Scott Brown building near Involuntary Treatment Act (ITA) Court at Harborview.

Work to be continued 2020-2024

Once the parking garage at the CFJC is complete, the Superior Court Dependency function will relocate from KCCH to the CFJC. At this time DPD attorneys currently in Dexter Horton will relocate to the Jefferson lease near the CFJC. This will open up space in Dexter Horton to accommodate DPD growth downtown.

The Kent Meeker lease expired June 30, 2019 however this lease includes three additional one year extensions allowing this location to remain until June 30, 2022. FMD will continue to work on a long-term solution to accommodate DPD staff near the MRJC.

5. Managing Facilities Associated with King County Public Health

FMD continues to support DPH efforts to reduce facility overhead costs by helping them find and move to locations where partnerships and integrated services can be brought under the same roof or onto the same campus, and by surplus or repurposing costly buildings that are no longer needed.

Work completed 2016-2019

North Public Health Center was demolished and rebuilt in partnership with Neighborcare Health in 2014 (Ordinance #17856). FMD retains ownership of the land. The new public health center is fully operational. The facility is under a partial lease by Department of Public Health.

Auburn Public Health Center (Old Post Office) sale to the City of Auburn was completed in 2016 (Ordinance #18311). Department of Public Health received a one-time cash infusion of \$350,000 to the Public Health Fund.

The lease for the new Auburn Public Health Center expired in September 2018. Negotiation of the new lease is completed and will be transmitted to Council during the summer of 2019.

Renton Public Health Center moved to leased space at Renton Technical College. The sale of the Renton Public Health Building was completed in 2017 (Ordinance #18580) and Public Health received a one-time cash infusion of \$2.2 million to the Public Health Fund.

Northshore Public Health Center moved to leased space in Totem Lake in Kirkland in 2016 (Ordinance # 18369). The sale of the Northshore Public Health Center Building was completed in 2016 (Ordinance #18379). Public Health received one-time cash infusion of \$4.1 million to the Public Health Fund.

Current status

Federal Way Public Health (33431 13th Pl. S.) is a County owned building that is jointly occupied by the DPH and Healthpoint. The latter operates a clinic on site that provides medical, dental and pharmacy services at this location. DPH desires to reduce their footprint at the site in order to reduce costs and Healthpoint desires to expand their footprint and is interested in purchasing the building. FMD is currently negotiating a sale that would transfer ownership of the site to Healthpoint and allow DPH to stay on as a tenant via a leaseback agreement.

Downtown Public Health (2124 4th Avenue) is a leased space in the Denny Regrade neighborhood; the lease for this site expires in May of 2021 and Public Health continues to have a long term need for this valued facility in this neighborhood. Health is the sole tenant of this building and FMD will be evaluating alternatives that would allow them to continue to provide services in this area.

Work to be continued 2020-2024

Review and evaluation of property leases and suitability of property to meet Public Health's needs, as existing leases expire.

B. 2019 Long-Term Facility Planning Initiatives

1. Downtown Facility Planning

FMD faces several emerging initiatives will affect the space and facility planning in the near future for downtown County locations.

- **Sound Transit**

Sound Transit future plans include siting a maintenance facility in the downtown core⁴. Some current County locations may be affected.

⁴ Robinson, Chetanya "Where to Build Chinatown-ID's second light rail station?" International Examiner, 1 October 2018.

- **Dexter Horton Lease**

DPD and Ombudsman leases totaling 91,183 SF in the Dexter Horton Building will expire May 31, 2022 for the Ombudsman and on February 29, 2028 for DPD. Planning for renewal or relocation of these services is on the horizon.

- **Central Building Lease**

OLEO, DHR, OEFA and DCHS are located in the Central Building. The lease for the occupied spaces will expire on December 31, 2021.

- **Yesler Building**

The Yesler Building currently has 53,022 vacant square feet on four floors. Floors three and four are entirely vacant; floors 5 and 6 are designated as flex space as there are potential tenants and staging and swing space need for these floors. Planning will begin to determine the best course of action for this building.

- **Transit office space needs**

The new King County Metro Transit Department is experiencing unprecedented growth, many of the current locations are at capacity. Meeting these needs in King County facilities is challenging both from a space and time perspective.

- **Work and Education Release (WER)**

Determining the appropriate placement of the Work Release program, currently located on the 10th floor of the KCCH that meets modern safety standards.

- **West Wing**

Review of the West Wing for continued use as a homeless shelter.

- **Study nonprofit use of surplus space**

FMD will study how the county could leverage the use of its unused or underutilized buildings to provide needed space to house nonprofit organizations on an interim basis or for long term use, including minority led organizations and organizations that focus their efforts in communities having high Equity Social Justice Scores, as determined by King County's ESJ Office. FMD will provide a report to the Executive and the Council on proposed policy changes and necessary code modifications no later than December 31, 2020.

2. Harborview Campus

FMD is currently involved in upcoming Harborview Bond and Master Facility Plan Update will include the County's use of space on the Harborview Campus. Evaluation of key hospital spaces is ongoing to determine what will be included in a prospective bond measure.

- **Harborview Hall**

Repurpose Harborview Hall for clinical use and health related housing.

- **Homeless Shelter**

Review ongoing need for homeless shelter on the Harborview Campus.

- **Ninth & Jefferson Building**

Evaluate and expand County occupied spaces to meet increasing demand which include ITA Court, Medical Examiner's Office, Vital Statistics and Sexually Transmitted Disease Clinics.

- **East Clinic Building**

Evaluate and expand the King County Tuberculosis Clinic.

3. South County Facility Planning

Due to changing service delivery priorities, and building efficiency reviews, several South County Facilities have space issues to address.

- **Consolidation of multiple leases in Kent**

The MRJC office and court space is at capacity. Additionally, the PAO and DPD occupy multiple leased spaces in the Kent area. Consolidation of multiple leased locations may be possible if a suitable location is identified.

- **CCD location**

A new location for CCD programs, adjacent to the MRJC, has been proposed as a way to more effectively serve south end residents.

- **Blackriver vacancies**

Once AFIS and the photo lab occupy the Blackriver Building there will still be 22,000 square feet vacant in Blackriver. Growth that is occurring Downtown should be evaluated to determine if any of it can be diverted to Blackriver to improve its efficiency.

- **Renton Roads/Parks/Fleet/RCECC/Solid Waste site**

Multiple agencies occupy the space at or near the Roads site in the Renton Highlands. Many have competing needs for industrial or warehouse space and have large vehicle fleets requiring servicing. These competing needs require a master planning solution. FMD is tasked with developing a solution for this location.

VII. Appendices

A. Proposed Space Standards

King County Office Space Standards



King County
Department of Executive Services
Facilities Management Division
Anthony Wright, Director
September 1, 2019

PRINCIPLE: Safe and Secure Environment – Create a work environment that protects against safety and security risks through physical and operational management of areas and use of facilities.

Real Property Asset Management Plan (RAMP) #4.1 - County employees will be provided safe, secure, and healthy work spaces. The specific application of space design to achieve these objectives is the prerogative of county management.

RAMP #5.1 - King County functions requiring heightened security and/or weapons screening will be located, to the extent possible, in existing secured county buildings. Related support functions will also be co-located in existing secured county buildings where possible.

RAMP #7.3 - County facilities will be designed for resiliency, incorporating disaster resistance, survivability, and facility security needs. To the extent feasible and practical, resiliency will be incorporated into existing County buildings as part of related building remodel and renovation projects.

Standards

1. All employees will be issued an identification badge.
2. Agencies shall be responsible for complying with all Health Insurance Portability and Accountability Act HIPAA standards and management of other confidential information.
3. A security risk assessment will be completed as part of the space planning process when a space is undergoing a change to entrances and exits.
4. FMD will perform a security risk assessment for spaces under serious consideration for leasing.
5. County tenants located in FMD operated buildings shall use the FMD access control system.
6. Personal appliances are not permitted in offices or the open office area. They are limited to areas designed as staff lounges or kitchens. This includes refrigerators, microwaves, coffee pots, etc. Distribution of personal appliances throughout our buildings adds stress to electrical circuits, consumes unnecessary energy, and can be tagged as a fire hazard by local officials.

Guidelines

1. All new county buildings should have a Physical Security Information Management (PSIM) system.
2. In all FMD operated buildings where it is appropriate the entrances and exits should be supported by a standard access control system and centrally monitored video surveillance.
3. A mass communication messaging system should be available in all FMD operated buildings.
4. Use of security electronics to access secured space is preferred over keys and key pads.
5. To be recognized as a county employee identification badges should be visually worn in county owned and leased facilities.
6. To the extent practical in newly designed and/or built space, the design of the space should be used to maximize physical segregation and control to secure HIPAA and other sensitive documents.
7. New office space should be designed to physically segregate public reception areas from both employee areas and areas with invited guests.
8. Workplace access should be based on the level of security required. Place commonly shared areas like conference rooms in public areas to maximize sharing between agencies and minimize barriers for external guests. Create designated invited areas to allow staff to host guests beyond the public areas. Design “staff only” to support staff security and confidentiality.
9. Staff should be trained on the importance of security and access levels. Maintaining a safe and secure environment requires not only physical and electronic access controls, but also vigilance on the part of all employees and visitors.
10. Where there are specific security and/or confidentiality requirements, agencies should establish additional secure zones within private areas, such as a secured file room. These secure zones may incorporate electronic and physical security systems.

11. Seek alternative solutions to secure sensitive information before requesting a permanently assigned private office. The use of “clear desk policies” is one such solution.
12. Select appropriate lighting levels, while maintaining energy efficiency, to support security in lobbies, elevators, parking garages, and walkways.
13. Consider installing two-way notification ability where appropriate.
14. Where there is no receptionist available, employees should escort their visitors in/out of the office space.
15. Workspace design should accommodate for the level of security required.
16. Public areas, including reception and some meeting rooms, should maximize sharing between agencies and minimize barriers for external guests.
17. The private areas should be designed to support staff security and confidentiality rather than relying on assigned hard-walled offices to achieve this level of security.
18. Designated invitee areas should allow staff to host guests beyond the public areas while keeping to a minimum disruption to the workplace and maintaining business confidentiality and security of other staff

PRINCIPLE: Flexibility - Provide a flexible and balanced workplace by creating dynamic working environments. The workplace design will foster collaboration, promote knowledge sharing, and provide accommodations for individual focus work.

RAMP #4.8 - Workplace designs will integrate human resources and information technology policies and programs to create workplaces for diverse types of work functions and environments.

Standards

1. King County workspaces will be designed for flexibility and financial sustainability.
2. Electronic height adjustable desks will be the standard for all new county work stations.
3. Agencies requiring specialty alterations to their space will be responsible for the cost of restoring spaces to their original configurations upon departure from that space.
4. Job sharing positions must share work space.
5. In the open plan work environment there will be no assigned hard-walled offices.

Guidelines

1. The open floor plan design should buffer noisy areas from concentrative work areas.
2. The design should support autonomy, i.e. encourage employees to actively choose when and where to work if it is appropriate for the occupying agency.
3. To allow for future re-configuration and flexibility, use furniture or other non-permanent fittings, such as screens or plants, to divide space rather than more permanent fixtures such as conventional walls or partitions.

4. Public areas, including reception and some meeting rooms, should maximize sharing between agencies and minimize barriers for external guests.
5. As technology gets smaller and lighter, there is no longer a reason to stay tethered to a desk. Encourage employees to use mobility-enabling technologies to work in a variety of settings. This gives employees the flexibility to use the 'rest of the world' as their work place.
6. Collaborative and common areas (see glossary) should be designed for multi-purpose activities and should be available to all tenants on each floor or each building depending on the business activities of each tenant.
7. The space design should provide a range of work settings which reduce the reliance on assigned work areas or work stations.

PRINCIPLE: Open Plan Work Environment - Create professional open plan work environments with consistent design and standardized workspaces.

RAMP #4.6 - All county agencies will use modular furniture, standardized where feasible, to create open and flexible workspaces. The county shall pursue space design that results in moving people, not furniture, whenever possible. Future flexibility in reuse and workspace reconfigurations will be considered during the procurement process. Use of secondary market furniture and surplus standardized modular furniture is encouraged to meet sustainability and financial stewardship goals and to reduce waste.

RAMP #4.7 - The county will promote full appropriate workspace utilization through co-location and consolidation of functions, services, and agencies, and by creating workspaces that are easily occupied and used by other county functions.

Standards

1. Use standardized modular layouts for workspaces to provide equity and consistency. This supports the idea of moving people, not furniture and reduces the cost the cost and time involved in moving.
2. Standard individual workstation sizes are 7' x 7', 6' x 8' or 7 x 8' for full-time office-bound employees.
3. To the maximum extent possible when designing new open plan work spaces:
 - a. The enclosed spaces will be in the interior to maximize natural light throughout the space
 - b. The open plan work areas will be around the floor perimeter
 - c. Eliminate or use low furniture partition heights, maximum partition height is 70" along the cubicle spines, major corridors and if a demarcation is necessary between work groups. In all other locations 54 is the maximum height for all other cubicle walls
4. Hard-walled private offices are assigned by exception only.
5. All workspaces must meet KCIT technology standards.

6. Personal appliances are not permitted in offices or the open office area. They are limited to areas designed as staff lounges or kitchens. This includes refrigerators, microwaves, coffee pots, etc. Distribution of personal appliances throughout our buildings adds stress to electrical circuits, consumes unnecessary energy, and can be tagged as a fire hazard by local officials.
7. Open floor plan design should maximize access to natural light.
8. When planning new office space, FMD will seek out or plan for sites that offer large and open floor plates that reduce physical distance between units and teams and reduce duplication of infrastructure.
9. Modification to building HVAC system zoning to accommodate pre-modified and pre-existing space zoning that is causing environmental discomfort shall not be approved without the review and approval of FMD.
10. In the open plan work environment there will be no assigned hard-walled offices.
11. FMD will ensure proposals for new space will include baseline benchmarking information as part of the justification for moving forward with the change. Those proposals that exceed the benchmark will not receive favorable consideration. For new space to exceed the benchmark, the programming needs to be fully justified.
12. FMD will approve the furniture systems that will be installed in King County office space.
13. Agencies may request, in writing, to the FMD Division Director, that the application of these space standards be waived in certain circumstances. The FMD Division Director will take into consideration all facts provided and respond in writing granting an exception, providing an alternative, or deny the waiver request. The Agency may appeal the FMD Division Director's decision to REMPOC at one of the bi-monthly REMPOC meetings. REMPOC members will determine the final outcome. See appendix A for approved waiver process.

Guidelines

1. Corridors and paths should be in logical layouts to assist in wayfinding. Avoid creating dead ends or maze-like paths.
2. Open plan work environments should include minimum ratios of:
 - a. 1 unreservable focus room (1 – 2 people) per 8 staff
 - b. 1 small conference room (4 – 6 people) per 16 staff
 - c. 1 medium conference room (8-12 people) per 48 staff
 - d. 1 large conference room (14 – 20 people) per 96 staff
3. The private areas should be designed to support staff security and confidentiality rather than relying on assigned hard-walled offices to achieve this level of security.
4. Designated invitee areas should allow staff to host guests beyond the public areas while keeping to a minimum disruption to the workplace and maintaining business confidentiality and security of other staff members.
5. Every employee should have access to natural light where possible
6. Where possible, common amenities like conference rooms, break rooms, and copy areas should be centrally located so they can be shared between agencies.
7. Select appropriate lighting levels, while maintaining energy efficiency, to support security in lobbies, elevators, parking garages, and walkways.
8. Meeting areas should be equipped with appropriate technologies to meet the KCIT conference room guidelines.
9. Provide a well-designed workspace that meets the user's functional needs and provides individual access to privacy, daylight, outside views, and aesthetics.
10. Open floor plan design should maximize access to natural light.

11. Appropriate open plan environment etiquette should be encouraged:
 - a. Respect of others in the open plan work environment involves modulating the voice volume.
 - b. Any musical or video devices should be used inside a conference room unless the user wears personal headphones
 - c. Encourage staff to use break and lunch rooms for eating to contain smells, noise and pests.
12. Senior management should sit in the open-plan environment in the same configuration as other staff to improve space utilization and efficiency and create a more collaborative and equitable environment.
13. When an agency has been granted an exception to assigned hard-walled office space; Department Directors' offices should not exceed 150 square feet and all other offices should not exceed 110 square feet.
14. Collaborative and common areas (see glossary) should be designed for multi-purpose activities and should be available to all tenants on each floor or each building depending on the business activities of each tenant.
15. When creating open plan work environments, space should be designed to provide employees with a range of work settings that supplement the open plan workstations. For example:
 - a. Drop-in quiet rooms for focus work
 - b. Small meeting spaces for one-on-one meetings
 - c. Phone booths for private phone conversations
 - d. Shared quiet zones such as a library type setting
 - e. Zones for collaborating, learning and socializing
 - f. Appropriate ratio of conference rooms to staff

PRINCIPLE: Technology - Leverage technology to maximize connectivity, mobility, creativity, and productivity.

RAMP #4.8 - Workplace designs will integrate human resources and information technology policies and programs to create workplaces for diverse types of work functions and environments.

Standards

1. All workspaces must meet KCIT technology standards.
2. A mass communication messaging system should be available in all FMD operated buildings.
3. Use of security electronics to access secured space is preferred over keys and key pads.
4. Agencies must actively seek ways to decrease office space used to store paper records through the use of electronic records management.
5. By the last working day in each quarter agencies will have accurate and updated employee locations in PeopleSoft.

Guidelines

1. As technology gets smaller and lighter, there is no longer a reason to stay tethered to a desk. Encourage employees to use mobility-enabling technologies to work in a variety of settings. This gives employees the flexibility to use the 'rest of the world' as their work place.
2. Meeting areas should be equipped with appropriate technologies to meet the KCIT conference room guidelines.
3. The County should incorporate technology to assist with the management of shared conference rooms to increase availability and reduce underutilization.
4. Consider multiple options available including technology and space design or both, to address required accommodations.

PRINCIPLE: Sustainability - Design, build, operate and maintain county-owned and leased facilities by using green and sustainable practices that protect the environment and provide employees a higher quality work place.

RAMP #4.6 - All county agencies will use modular furniture, standardized where feasible, to create open and flexible workspaces. The county shall pursue space design that results in moving people, not furniture, whenever possible. Future flexibility in reuse and workspace reconfigurations will be considered during the procurement process. Use of secondary market furniture and surplus standardized modular furniture is encouraged to meet sustainability and financial stewardship goals and to reduce waste.

RAMP #1.7 - Real property is managed in an environmentally and sustainably responsible manner, consistent with adopted county policies.

RAMP #6.5 - County-owned and -financed facilities will be designed, developed, constructed, and maintained utilizing environmental and sustainable practices consistent with county sustainability policies.

Standards

1. Agencies and FMD must proactively identify and implement strategies to reduce resource use and improve performance.
2. The planning, design, construction, remodeling, renovation, maintenance and operation of office space will be performed in an environmentally responsible manner, consistent with King County Code Title 18. All capital projects must comply with the most rigorous energy code in the state (typically Seattle Energy Code) and conduct Life Cycle Cost Analysis to help determine equipment and material selection.
3. All new lighting should be LED with controls (occupancy, dimming, etc.) and follow the lighting level standards developed by the Illuminating Engineering Society.
4. Appliances purchased for breakrooms and lounges must be Energy Star certified.

5. Personal appliances are not permitted in offices or the open office area. They are limited to areas designed as staff lounges or kitchens. This includes refrigerators, microwaves, coffee pots, etc. Distribution of personal appliances throughout our buildings adds stress to electrical circuits, consumes unnecessary energy, and can be tagged as a fire hazard by local officials.
6. Use building standard finishes. Products and materials that are verified to meet sustainability and wellness objectives. Building standards are selected by FMD. Purchases must comply with King County Environmental Purchasing Program requirements and align with King County sustainability and social equity goals.
7. Products, materials and finishes must be examined and selected based on sustainability and health impacts.
8. All furniture purchased for use in King County office space must comply with the Sustainable purchasing ordinance.

Guidelines

1. Place staff in areas and buildings that have operating hours that match business needs and hours where possible. Building operating hours should not be extended to accommodate a select few.
2. Where appropriate, use window films to reduce solar heat gain, glare, and fading for energy conservation and occupant comfort. (In some cases, film can have a negative impact during heating months, and as such, this should only be applied on a case by case basis.)
3. Ambient overhead lighting in office areas should be between 30-50 footcandles, utilizing task lighting to provide additional lumens as necessary. Task lighting should be on an occupancy sensor.
4. All staff should minimize waste by recycling and composting to the greatest extent possible. Centralized waste management bins (recycling, garbage, and compost) will be available within reasonable reach of staff.

5. HVAC zone should be designed or redesigned appropriate to space design/layout; at a minimum, if walls move, system should be rebalanced as part of space management/tenant improvement projects.
6. Use window shades, drapes or blinds (manually or electronically operated) during extreme weather events.
7. Use Energy Star low-e glass, insulating argon gas and thermal break high efficiency windows.
8. Temperature setpoint should be set to 70 ambient for heating and 74 ambient for cooling.
9. Select appropriate lighting levels, while maintaining energy efficiency, to support security in lobbies, elevators, parking garages, and walkways.
10. Agencies operating 24/7 or consistently working off hours should only occupy buildings having mechanical systems designed to efficiently support this type of use.

PRINCIPLE: Equity - Create environments that will set the stage for a dynamic culture of achievement.

RAMP #5.3 - The county shall take into account the equity and social justice opportunities for capital investments within a community when siting a facility or changing locations to improve service delivery.

RAMP #5.2 - County services will be located, to the extent possible, where service delivery is most cost effective and efficient. The equity and social justice opportunities and impacts of possible locations must be taken into account.

RAMP #6.4 - All new construction of buildings, building purchases, new building leases, and major building retrofits must ensure American Disability Act (ADA) accessibility, as required under all applicable building codes and local, state, and federal laws. The county will also ensure appropriate space for breastmilk expression and storage by nursing mothers as required by federal law, with specifically designated locations in major county office facilities.

Standards

1. Staff will be provided with the work space tools they need to do their job regardless of their status in the organization
2. Individual cubicles will be no larger than 56 SQFT.
3. Use standardized modular layouts for workspaces to provide equity and consistency. This supports the idea of moving people, not furniture and reduces the cost and time involved in moving.
4. Standard individual workstation sizes are 7' x 7', 6' x 8' or 7 x 8' for full-time office-bound employees.
5. All workspaces must meet KCRF technology standards.
6. When space is an issue, the wellness room will also serve as a lactation room however, Wellness room shall be designed per the Revised Code of Washington RCW 43.70.640 for lactation purposes in the event of space issues.

7. Agencies may request, in writing, to the FMD Division Director, that the application of these space standards be waived in certain circumstances. The FMD Division Director will take into consideration all facts provided and respond in writing granting an exception, providing an alternative, or deny the waiver request. The Agency may appeal the FMD Division Director's decision to REMPOC at one of the bi-monthly REMPOC meetings. REMPOC members will determine the final outcome. See appendix A for approved waiver process.

Guidelines

1. Senior management should sit in the open-plan environment in the same configuration as other staff to improve space utilization and efficiency and create a more collaborative and equitable environment.
2. When an agency has been granted an exception to assigned hard-walled office space; Department Directors' offices should not exceed 150 square feet and all other offices should not exceed 110 square feet.
3. Collaborative and common areas (see glossary) should be designed for multi-purpose activities and should be available to all tenants on each floor or each building depending on the business activities of each tenant.

PRINCIPLE: Wellness - Provide an inviting and ergonomically sound workplace that minimizes physical and visual obstructions, has appropriate acoustics, provides natural light, and well ventilated space. The work place design will encourage employees to be more active.

RAMP #6.8 - King County requires gender-neutral restrooms when upgrading or building new county facilities. For existing buildings, cost-effective strategies will be used, such as posting signs to identify existing gender-neutral bathrooms or posting new signs on some current gender-specific restrooms.

Standards

1. Products, materials and finishes must be examined and selected based on sustainability and health impacts.
2. Ergonomics must be prioritized during the design phase.
3. The County will ensure employees have access to a wellness room.
4. When space is an issue, the wellness room will also serve as a lactation room however, Wellness room shall be designed per the Revised Code of Washington RCW 43.70.640 for lactation purposes in the event of space issues.
5. Agencies shall be responsible for complying with all Health Insurance Portability and Accountability Act HIPAA standards and management of other confidential information.
6. Use building standard finishes. Products and materials that are verified to meet sustainability and wellness objectives. Building standards are selected by FMD. Purchases must comply with King County Environmental Purchasing Program requirements and align with King County sustainability and social equity goals.
7. Individual workstations will be not exceed 56 square feet unless medical accommodation is required.
8. Electronic height adjustable desks will be the standard for all new county work stations.

Guidelines

1. Open floor plan design should maximize access to natural light.
 2. Barriers to natural light and ventilation should not be allowed except in cases of medical accommodation.
 3. For improved acoustics in an open plan environment a sound masking system should be coupled with sound absorbing materials such as carpeted floor finishes and acoustical ceilings.
 4. Every employee should have access to natural light where possible
 5. Use of computer monitor arms should be encouraged and will give staff significantly more desk area.
 6. Space/layout should be orientated/managed to maximize daylight. Offices and conference rooms should be designed on the interior to maximize daylight in the open floor plan area.
 7. Ambient overhead lighting in office areas should be between 30-50 footcandles, utilizing task lighting to provide additional lumens as necessary. Task lighting should be on an occupancy sensor.
 8. Reduce potential sources of toxicity (e.g., Polychlorinated Biphenyl (PCB) in lighting ballasts, paints, caulks and sealants, lead and cadmium in paints, and asbestos).
 9. Temperature set point should be set to 70 ambient for heating and 74 ambient for cooling.
 10. To ensure comfort and proper function of heating, ventilation, and air conditioning (HVAC) and lighting systems, office equipment (e.g., copiers) and furniture (e.g., filing cabinets) should not be placed in front of or near thermostats or lighting controls.
- Consider multiple options available including technology and space design or both, to address required accommodations.

PRINCIPLE: Space Efficiency – Fill each owned and leased space mindfully. In all space requests, each agency will first maximize the use of current space before acquiring additional area.

RAMP #2.2 - In addition to fiscal notes, operating and capital improvement proposals transmitted to the King County Council will, where appropriate, include the full range of anticipated tenant improvements including furniture, fixture, equipment, building occupancy, relocation costs, and applicable required sustainability costs.

RAMP #2.3 - Relocations, both within county-owned space or to or from leased space, will strive to be, at a minimum, cost-neutral; all short- and long- term costs will be evaluated to include the impact on the countywide utilization of office space.

RAMP #4.3 - King County agencies and departments will consider work space functionality and space use efficiencies in their continuous improvement efforts.

RAMP #4.4 - Maximizing the County's return on investment in office space takes precedence over single agency/department needs, when significant benefits to the county can be realized or major capital and operating costs are involved.

RAMP #4.6 - All county agencies will use modular furniture, standardized where feasible, to create open and flexible workspaces. The county shall pursue space design that results in moving people, not furniture, whenever possible. Future flexibility in reuse and workspace reconfigurations will be considered during the procurement process. Use of secondary market furniture and surplus standardized modular furniture is encouraged to meet sustainability and financial stewardship goals and to reduce waste.

RAMP #6.7 - All facility projects will use life-cycle cost analysis in the selection of materials and equipment ensuring that the operating, maintenance, replacement, and disposal costs are considered, as well as initial costs.

Standards

1. Space Benchmarking and Allocations - Overall Occupancy Density targets will vary by building. These targets will be used for monitoring existing spaces and will be the maximum for new construction and reconfigurations of existing office space.
2. Location Benchmarks
 - Chinook Building 140 useable square feet per FTE
 - King Street Center 140 useable square feet per FTE
 - Blackriver 161 useable square feet per FTE
 - Courthouse 241 useable square feet per FTE -- general office functions only
 - Admin Building 177 useable square feet per FTE
 - MRJC 205 useable square feet per FTE- general office functions only
 - General Office Leased 140 useable square feet per FTE - to be specified in RFPs
3. The Facilities Management Division will be responsible for evaluating and executing moves designed to improve the utilization of space, consistent with benchmarks where appropriate. FMD may inform the Real Estate Major Project Oversight Committee (REMPOC) if necessary.
4. Agencies must actively seek ways to decrease office space used to store paper records through the use of electronic records management.
5. If an agency occupies space that is 10% more than what is allotted per the assigned benchmark for more than a two-year period, the agency can be assessed a charge for the excess space at a rate that is greater than the current streamlined rates. FMD will make a case-by-case evaluation of whether the fee will apply. All facts and circumstances will be considered including but not limited to space/design impediments that force the use of space 10% or more greater than the benchmark. This fee will not apply to any general office spaces occupied on December 31, 2016. The fee is based on the assumption that another County agency is required to lease space because of the target agency's inefficient use of space.
6. Agencies requiring specialty alterations to their space will be responsible for the cost of restoring spaces to their original configurations upon departure from that space.

7. By the last working day in each quarter agencies will have accurate and updated employee locations in PeopleSoft.
8. PSB will verify all current and projected FTE counts used for design and programming new space.
9. Individual workstations will be not exceed 56 square feet unless medical accommodation is required.
10. Staff in the office less than three full days a week are not authorized a single occupancy permanently assigned full size workstation. They will either share work space with other staff or be provided with work space that is smaller in size than the standard for the floor.
11. Job sharing positions must share work space.
12. In the open plan work environment there will be no assigned hard-walled offices.
13. FMD will ensure proposals for new space will include baseline benchmarking information as part of the justification for moving forward with the change. Those proposals that exceed the benchmark will not receive favorable consideration. For new space to exceed the benchmark, the programming needs to be fully justified.
14. All proposals to expand occupied space should confirm that existing spaces are designed and occupied at efficiency benchmarks, this concept is also known as spaceless growth – see glossary.
15. All RFP's soliciting lease opportunities will require compliance with these space standards. If there are no suitable leasing opportunities FMD will weigh the alternatives and select the most efficient and suitable lease.
16. FMD will approve the furniture systems that will be installed in King County office space.
17. All furniture purchased for use in King County office space must comply with the Sustainable Purchasing Executive Policy.

18. Agencies may request, in writing, to the FMD Division Director, that the application of these space standards be waived in certain circumstances. The FMD Division Director will take into consideration all facts provided and respond in writing granting an exception, providing an alternative, or deny the waiver request. The Agency may appeal the FMD Division Director's decision to REMPOC at one of the bi-monthly REMPOC meetings. REMPOC members will determine the final outcome. See appendix A for approved waiver process.
19. Use building standard finishes. Products and materials that are verified to meet sustainability and wellness objectives. Building standards are selected by FMD. Purchases must comply with King County Environmental Purchasing Program requirements and align with King County sustainability and social equity goals.
20. Use standardized modular layouts for workspaces to provide equity and consistency. This supports the idea of moving people, not furniture and reduces the cost the cost and time involved in moving.
21. Agencies and FMD must proactively identify and implement strategies to reduce resource use and improve performance.
22. Individual cubicles will be no larger than 55 SQFT
23. The County will ensure employees have access to a wellness room.

Guidelines

1. Senior management should sit in the open-plan environment in the same configuration as other staff to improve space utilization and efficiency and create a more collaborative and equitable environment.
2. When an agency has been granted an exception to assigned hard-walled office space; Department Directors' offices should not exceed 150 square feet and all other offices should not exceed 110 square feet.

3. All agency proposals to expand occupied space should also take into consideration their 3 to 5 year staffing projections.
4. Where there are specific security and/or confidentiality requirements, agencies should establish additional secure zones within private areas, such as a secured file room. These secure zones may incorporate electronic and physical security systems.
5. Seek alternative solutions to secure sensitive information before requesting a permanently assigned private office. The use of “clear desk policies” is one such solution.
6. Place staff in areas and buildings that have operating hours that match business needs and hours where possible. Building operating hours should not be extended to accommodate a select few.
7. Locate enclosed meeting rooms and support facilities (shared areas, kitchens) close to the main reception on public access floors whenever possible for the convenience of staff and to minimize the need for visitors to be cleared through security.
8. Encourage the use of centrally located filing and storage to minimize the need for it at individual
9. Corridors and paths should be of ample width. The primary paths should be at least 66” in width to allow two people to easily pass. In very large floors with high density, these widths should be increased. Aisles between rows of two workstations should be at least 42” and increase by a minimum of 6” per added row.
10. Every employee should have access to natural light where possible
11. Where possible, common amenities like conference rooms, break rooms, and copy areas should be centrally located so they can be shared between agencies.
12. To comply with Efficiency Standards, employees, field staff, contractors, interns, and temporary employees who are in the office less than three full days a week are not authorized an assigned workstation but where appropriate should be provided with the technology necessary to do their job.

Glossary of Terms

Principles	Values, philosophies, doctrines. A fundamental truth that serves as a foundation for a system of behavior.
Standards	Specifications agencies are required to meet and are enforceable.
Guidelines	Provide context and guidance in applying the standards.
Open Work Plan Environment	There are no distinct rooms or fully enclosed spaces. Instead, workstations are positioned together -- sometimes separated by short screens or panels -- within one exposed floor plan.
Dynamic Work Environment	Create environments where employees can work with vitality, create safe and healthy workplaces, and facilitate a work-life balance.
Dynamic Culture of Achievement	Making the most of diverse human resources; respecting diversity; provide opportunities and workplaces that foster the growth of self-motivated employees; provide opportunities for growth; and provide workplaces that foster self-development.
Sustainability	Means the meeting of the needs of the present generation without compromising the ability of future generations to fulfill their own needs.
Ergonomics	An applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely—called also human engineering/ or human factors engineering.
PSIM	Physical security information management (PSIM) is a category of software that provides a platform and applications created by middleware developers, designed to integrate multiple unconnected security applications and devices and control them through one comprehensive user interface.
ASHRAE	ASHRAE, stands for the American Society of Heating, Refrigerating and Air-Conditioning Engineers. ANSI/ASHRAE Standards 62.1 and 62.2 are the recognized standards for ventilation system design and acceptable indoor air quality. Standard 62.1 specifies minimum ventilation rates and other measures for new and existing buildings that are intended to provide indoor air quality that is acceptable to human occupants and that minimizes adverse health effects.

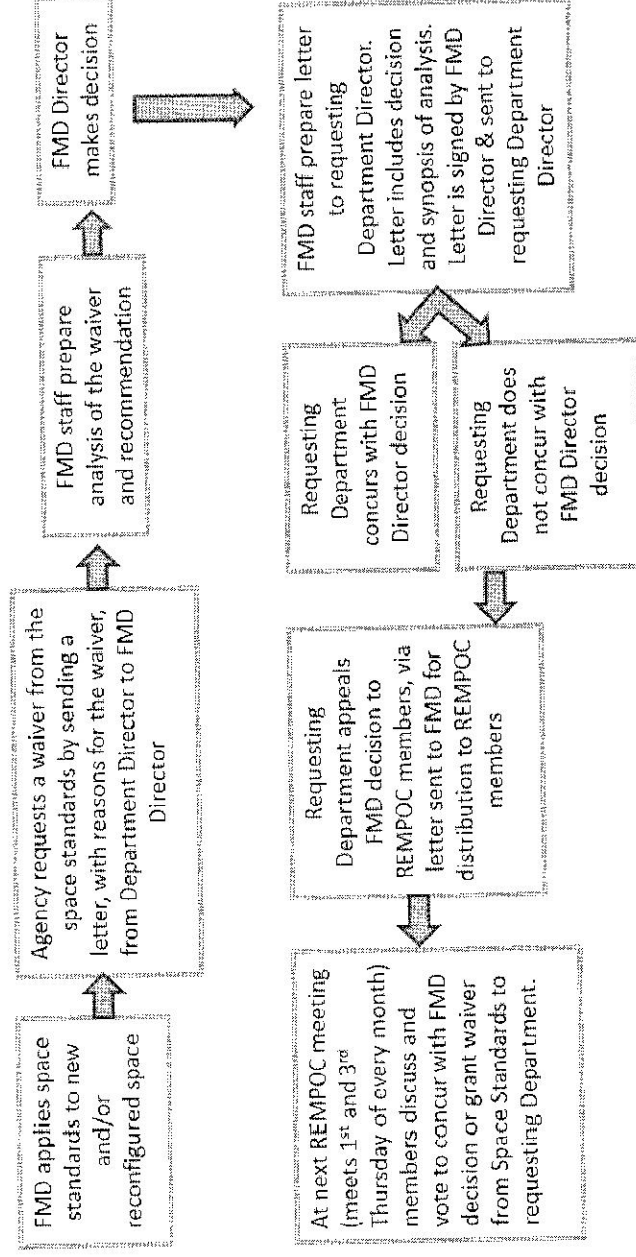
Glossary of Terms

Capital Project	"Capital project" refers to a project with a scope that includes one or more of the following elements: acquisition of a site or acquisition of an existing structure, or both; program or site master planning; environmental analysis; design; construction; major equipment acquisition; reconstruction; demolition; or major alteration of a capital asset. A capital project shall include: a project program plan; scope; budget by task; and schedule.
LEED	"Leadership in Energy and Environmental Design" or "LEED" means a voluntary, consensus-based national standard for developing high-performance, sustainable buildings, created by the United States Green Building Council.
Integrative Design Process	"Integrative design process" means an approach to project design that seeks to achieve high performance on a wide variety of well-defined environmental and social goals while staying within budgetary and scheduling constraints. It relies on a multidisciplinary and collaborative team whose members make decisions together based on a shared vision and a holistic understanding of the project. It is an iterative process that follows the design through the entire project life, from predesign through operation.
Spaceless Growth	In any expansion, agencies should first maximize their current space before acquiring additional area. Some roles within an organization may be able to work in a more flexible manner and may not need an assigned traditional desk for use throughout the day. If this type of new behavior is supported by management, the current area could allow for staff growth without the need to lease additional space.
Define public versus private interior zones	Public zones are typically areas such reception desks, waiting areas, water fountain and bathroom access and the main hallways around them. Some larger conference rooms are frequently used as a public zone also. Private interior areas are the actual interior work desk/sites, small conference rooms and office support areas such as the copy room, kitchen and supply rooms.
RFP	Request for Proposal

Appendix A - King County Office Space Standards Waiver Process

Agencies may request, in writing, to the FMD Division Director, that the application of these space standards be waived in certain circumstances. The FMD Division Director will take into consideration all facts provided and respond in writing granting an exception, providing an alternative, or deny the waiver request. The Agency may appeal the FMD Division Director's decision to REMPOC at one of the bi-monthly REMPOC meetings. REMPOC members will determine the final outcome.

Space Standards Appeal Process



August 22 2019

B. Real Property Asset Changes Since 2016

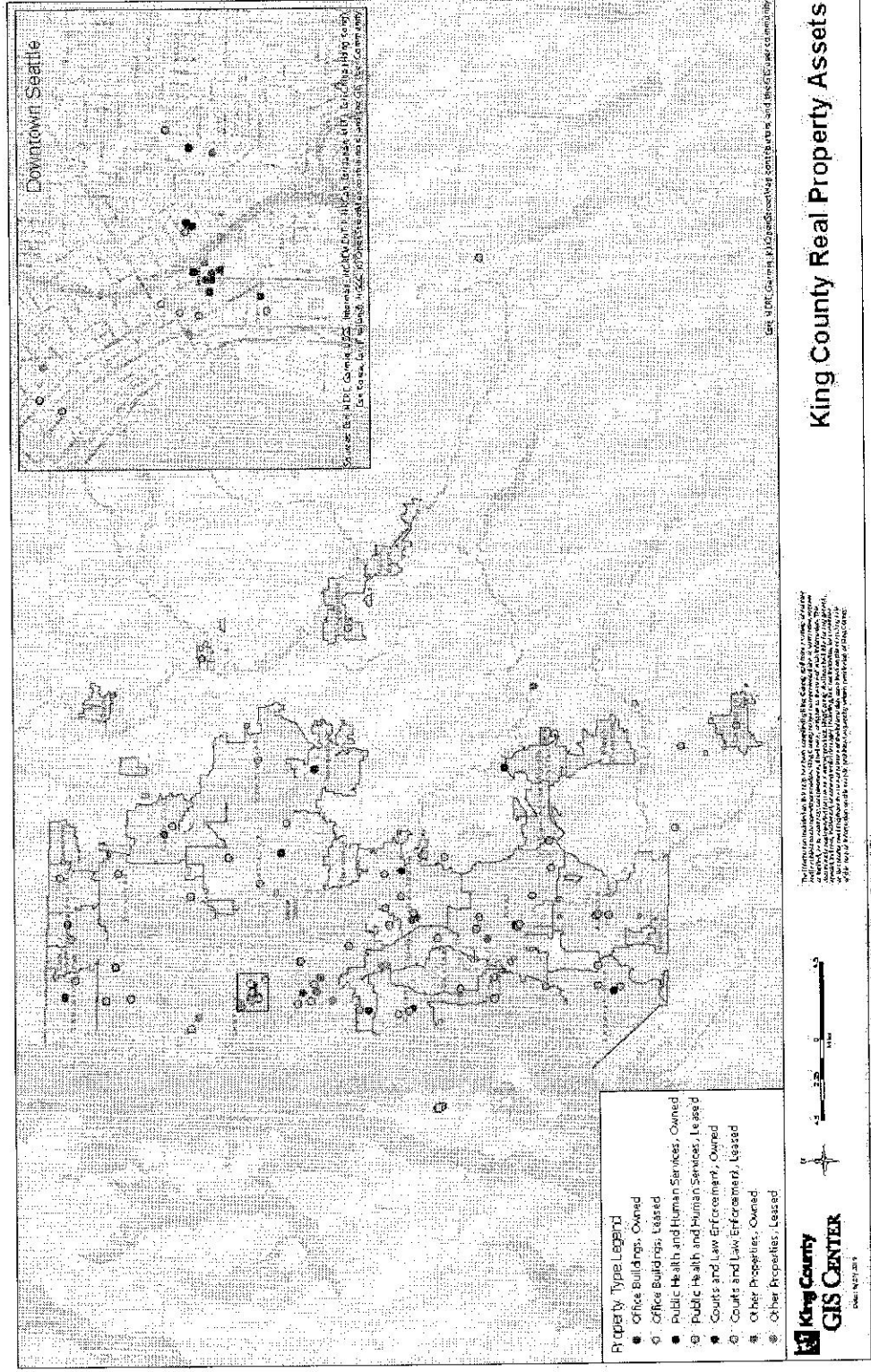
New to Building Inventory

Building Name	Address	SF	Date	Reason
Patricia Hall Clark Children and Family Justice Center	300 12 th Ave Seattle	239,200	Fall 2019	Construction complete Fall 2019. Parking garage to be completed in 2020.
King St. Center	201 S Jackson St Seattle	321,474	June 2017	Ownership assumed on final payment of lease purchase agreement.

Properties Removed from Building Inventory

Building Name	Address	SF	Date	Reason
Auburn Health Clinic	20 Auburn Ave NE Auburn	8,744	August 2016	Sold to City of Auburn (Ordinance #18311).
Duwamish Waterway Park	7900 10 th Ave S Seattle	54,947	Pending	In use as City of Seattle park. Sale proposed in Ordinance 2019-0304.
Northshore Public Health Building	10808 NE 145 th St Bothell	16,277	October 2016	Sold to TTL, LLC (Ordinance #18369).
Records Building	1215 E Fir St Seattle	42,000	December 2018	Sold to Seattle Housing Authority (Ordinance #18631).
Renton Public Health Center	3001 NE 4 th St Renton	8,631	November 2017	Sold to Renton Technical College (Ordinance #18580).
1111 Fairview, surplus property under lease	1111 Fairview Ave N Seattle	13,394	March 2018	Sold to TRC Maritime Properties and Marina, LLC. (Ordinance #18682).

C. Real Property Map



D. Building Strategies and Events

Building	2016 Strategies	2016-2019 Events	2020-2023 Strategies
4th & Jefferson Building	<ul style="list-style-type: none"> To be evaluated in Civic Campus Master Plan (CCMP) 	<ul style="list-style-type: none"> 2018 Salvation Army homeless shelter opened on Floor 1 2019 Day shelter opened on Floor 1. Overnight shelter moved to Floor 3. 2019 ESPOSE program opened June 30, 2019 with 20 beds 	<ul style="list-style-type: none"> Continue CCMP evaluation Convert lighting system to LED
Administration Building	<ul style="list-style-type: none"> Reconfigure Floor 6 to improve space efficiency Move OLR to Floor 6 Move FMD ID Access to Floor 8 FMD Security to Floor 1 Move EAP from Yesler to Floor 5 Move OEFA from Floor 5 to Floor 3. To be evaluated in CCMP 	<ul style="list-style-type: none"> 2018 Risk Management added adjacent space to accommodate growth 2019 Floor 6 under construction to improve efficiency 2019 ID Access will be relocated from Floor 3 to 8. 2019 OEFA relocated from Floor 5 to Central Building 2019 DHR space expanded on Floor 5 2019 - BoAE space reconfigured for efficiency FBOD space reconfigured on Floor 6 2019 AFIS Lab to relocate to Blackriver Vacated space will be utilized by KCSO Property Management Unit October 2019 	<ul style="list-style-type: none"> Continue CCMP evaluation Convert lighting system to LED
Barclay Dean Building	<ul style="list-style-type: none"> No 2016 strategy 		<ul style="list-style-type: none"> Convert lighting system to LED

Building	2016 Strategies	2016-2019 Events	2020-2023 Strategies
Blackriver Building	<ul style="list-style-type: none"> • AFIS to occupy Floor 1. • Remaining vacant space available for short-term occupancy 	<ul style="list-style-type: none"> • 2019 KCOH 1A AFIS staff to relocate to Floor 2 • 2019 Parks trail project staff to temporarily occupy part of Floor 3 • 2019 Film and Culture project to temporarily occupy part of Floor 3 	<ul style="list-style-type: none"> • Develop plan for remaining vacant space, including possible increased conference space for use by all county staff • Convert lighting system to LED as part of tenant improvements
Burien District Court	<ul style="list-style-type: none"> • No 2016 strategy 	<ul style="list-style-type: none"> • See KCSO South County Precinct #4 note below 	<ul style="list-style-type: none"> • Convert lighting system to LED
CFJC	<ul style="list-style-type: none"> • New construction 2016-2020 	<ul style="list-style-type: none"> • Opening main building of CFJC Fall 2019 	<ul style="list-style-type: none"> • 2020 completion of parking garage • Relocation of Dependency court KCOH to CFJC • Surplus unused property
Chinook Building	<ul style="list-style-type: none"> • Co-locate as many KCIT staff as possible • Relocate DPD to one consolidated location • Accommodate DPH emerging space needs • DCHS vacant space allocated to DPH • DCHS emerging space needs • OCROG supplementing space by moving staff to Graybar 	<ul style="list-style-type: none"> • 2017 - KCIT moved from Floor 12 and increased density on Floor 9 • 2017 - DPD relocated to Dexter Horton Building – includes relocation of staff from Prefontaine, Watermark, and Central Building leases • 2018 - DPH acquired space on the Floor 2 vacated by FBOD • 2018 - DCHS space allocated to DPH was re-allocated to DCHS • 2019 - DCHS relocated two programs to Central Building to make room for growth on Floors 4 and 5 	<ul style="list-style-type: none"> • Continue CCMP evaluation • Spandrel replacement, potential relocation of staff • Convert lighting system to LED • 2019 HVAC repair project completion will remove moratorium of new tenants

Building	2016 Strategies	2016-2019 Events	2020-2023 Strategies
Chinook Building, continued	<ul style="list-style-type: none"> To be evaluated in CCMP 	<ul style="list-style-type: none"> 2018 OCROG merged with Risk Management and KCEO 2018 - FBOD consolidated staff on Floors 2 and 3 2018 DPH on part of Floor 2 2018 DCHS on part of Floor 2 2019 OLEO relocated from Floor 1 to accommodate growth 2019 ADR relocated from Floor 1 to Central Building 2019 DES Director moved into OLEO space on Floor 1 to accommodate growth 2019 KCIT moved staff to Yesler Floor 7 to accommodate growth 	
Earlington Building	<ul style="list-style-type: none"> No 2016 strategy 	<ul style="list-style-type: none"> 2019 structural improvements 	<ul style="list-style-type: none"> Relocate RALS Community Service Center Network Video Recorder (NVR) equipment replacement Convert lighting system to LED
KCSO East County Precinct #3 Maple Valley	<ul style="list-style-type: none"> No 2016 strategy 	<ul style="list-style-type: none"> Went from mothball to active use 	<ul style="list-style-type: none"> Convert lighting system to LED
Eastgate Public Health Center	<ul style="list-style-type: none"> No 2016 strategy 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Complete parking study Convert lighting system to LED
Federal Way Public Health Center	<ul style="list-style-type: none"> No 2016 strategy 	<ul style="list-style-type: none"> Prepare sale and lease back 	<ul style="list-style-type: none"> Complete sale and lease back of the building

Building	2016 Strategies	2016-2019 Events	2020-2023 Strategies
Goat Hill Garage	<ul style="list-style-type: none"> Garage and adjacent land to be evaluated in CCMP 	<ul style="list-style-type: none"> 2019 Security cameras installed on remaining 5 floors Repair to sanitary sewer system damaged by tree roots 	<ul style="list-style-type: none"> Garage and adjacent land to be evaluated in CCMP Convert lighting system to LED
Harborview Hall	<ul style="list-style-type: none"> Adaptive reuse proposal to be submitted to Council 	<ul style="list-style-type: none"> 2019 overnight shelter opened in Harborview Hall Constructing improvements to transition to 24/7 shelter 	<ul style="list-style-type: none"> Master plan / levy planning
Harborview Campus	<ul style="list-style-type: none"> No 2016 strategy 	<ul style="list-style-type: none"> Unplanned electrical replacement ITA Court interim space plan 	<ul style="list-style-type: none"> Master plan / levy planning
Issaquah District Court	<ul style="list-style-type: none"> No 2016 strategy 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Convert lighting system to LED
King County Correctional Facility	<ul style="list-style-type: none"> To be evaluated in CCMP 	<ul style="list-style-type: none"> 2019 Opened homeless Shelter in West Wing 2019 Emergency water supply repair project 	<ul style="list-style-type: none"> Continue CCMP evaluation Elevator, electronic security, cameras project Convert lighting system to LED
Kenmore Building (Former North County Precinct #2)	<ul style="list-style-type: none"> No 2016 strategy 	<ul style="list-style-type: none"> Opened Mary's Place homeless shelter, lease extension to continue 	<ul style="list-style-type: none"> Convert lighting system to LED
King County Courthouse	<ul style="list-style-type: none"> CCMP scoping project King County Courthouse Revitalization Project assessment. AFIS to be relocated from floor 1A to Blackriver 	<ul style="list-style-type: none"> 2018 Ombudsman relocated to Dexter Horton Building to accommodate growth in Council programs 2019 DAJD IIU relocated to Yesler Building to accommodate growth in DAJD Admin Unplanned bus duct replacement 2019 AFIS relocation to Blackriver Building Proviso for improvements to Arraignment Court KCCH revitalization report 	<ul style="list-style-type: none"> Continue CCMP evaluation Analysis of options for WER relocation Plan for use of KCCH 1A Relocation of Superior Court Dependency from KCCH to CFJC Convert lighting system to LED

Building	2016 Strategies	2016-2019 Events	2020-2023 Strategies
MRJC	<ul style="list-style-type: none"> At full capacity, no changes planned 	<ul style="list-style-type: none"> Unplanned sewer-related repairs Bus Duct Repair Began converting detention lighting to LED 	<ul style="list-style-type: none"> Roof replacement Superior Court considering request for funds for master planning at the MRJC Complete LED lighting conversion
Orcas Building	<ul style="list-style-type: none"> No 2016 strategy 	<ul style="list-style-type: none"> Emergency HVAC project 	<ul style="list-style-type: none"> Convert remaining lighting to LEDs
RASKC Building	<ul style="list-style-type: none"> No 2016 strategy 		<ul style="list-style-type: none"> Convert lighting system to LED
RCECC	<ul style="list-style-type: none"> No 2016 strategy 	<ul style="list-style-type: none"> PSERN Radio room project 	<ul style="list-style-type: none"> Convert lighting system to LED
Ravensdale Gun Range	<ul style="list-style-type: none"> No 2016 strategy 	<ul style="list-style-type: none"> Negotiating lease renewal with FBI 	<ul style="list-style-type: none"> FBI grant to improve range Convert lighting system to LED
Records and Archives Buildings	<ul style="list-style-type: none"> Options for additional space to be evaluated, including leased space and building sale Relocate Records Management staff in the Graybar Building No 2016 strategy 	<ul style="list-style-type: none"> Records Building sold to SHA, records moved to leased South Park Warehouse Records Management to remain at Graybar – lease renewed Roof replacement 	<ul style="list-style-type: none"> CIP to improve Archives Building Fire suppression on Archives Building Convert lighting system to LED
Redmond District Court	<ul style="list-style-type: none"> No 2016 strategy 	<ul style="list-style-type: none"> Exterior wall repairs 	<ul style="list-style-type: none"> Convert lighting system to LED
KCSO South County Precinct #4 (Burien)	<ul style="list-style-type: none"> No 2016 strategy 	<ul style="list-style-type: none"> Received grant funding for a water quality project that will provide a new bio-retention facility and retrofit existing detention pond. \$1.1 million project will improve water quality in Miller Creek by increasing storm water infiltration and providing storm water detention. 	<ul style="list-style-type: none"> Convert lighting system to LED

Building	2016 Strategies	2016-2019 Events	2020-2023 Strategies
Shoreline District Court	<ul style="list-style-type: none"> No 2016 strategy 		<ul style="list-style-type: none"> Convert lighting system to LED
(Former) White Center Public Health Building	<ul style="list-style-type: none"> No 2016 strategy 	<ul style="list-style-type: none"> Opened Mary's Place Shelter, lease to be renewed 	<ul style="list-style-type: none"> Convert lighting system to LED
Yesler Building	<ul style="list-style-type: none"> Partially mothballed. 5 floors vacant. EAP move to Admin 5 CWP to move to Hiawatha Relocation of KCSO photo Lab DCHS Ombudsmen move to space leased by the DCHS Vets program To be evaluated in CCMP 	<ul style="list-style-type: none"> 2019 prepared for occupancy 2019 KCIT occupies Floor 7 2019 EAP relocated to Central Building 2019 BRB relocates to EAP space 2019 DAJD IIU relocates from KCCH 2018 Floor 7 2019 Relocate KCSO Photo Lab to Blackriver 2019 Portion of CWP relocates to Hiawatha 2019 DAJD inventory relocates from the west wing of KCCF to the basement of Yesler DCHS Mental Health Ombudsman relocated back to Yesler 	<ul style="list-style-type: none"> Continue CCMP evaluation Convert lighting system to LED as part of tenant improvements

E. FMD Owned and Leased Properties by Type

King County Owned General Government Properties

OFFICE BUILDINGS

Building Name	Address	City	SF*	County Tenants
Administration Building	500 4th Ave	Seattle	157,329	PAO, DES, Assessor, KCSO, Elections, DCHS
Barclay Dean Building	4623 7th Ave S	Seattle	19,207	KCSO
Blackriver Building	900 Oakesdale Ave SW	Renton	66,852	DOA, KCSO
Chinook Building	401 5th Ave	Seattle	303,939	DPH, KCIT, DES, KCEO, DCHS
Earlington Building	919 SW Grady Way	Renton	94,790	Elections
King Street Center	201 S. Jackson St	Seattle	321,474	DES, DLS, DRNP, KCIT, DCHS, DMT
Yesler Building	400 Yesler Way	Seattle	90,040	KCIT, DAJD, KCSO, DCHS, DES

PUBLIC HEALTH AND HUMAN SERVICES

Building Name	Address	City	SF*	County Tenants
4th & Jefferson Building	420 4th Ave	Seattle	10,556	None
Kenmore Building – Mary’s Place	18118 73rd Ave NE	Bothell	9,189	None (Mary’s Place)
Eastgate Public Health Center	14350 SE Eastgate Way	Bellevue	24,234	DPH
Federal Way Public Health Center	33431 13th Pl S	Federal Way	20,145	DPH
Harborview Campus	325 9th Ave	Seattle	992,925	See Leased Properties
Harborview Hall	326 9th Ave	Seattle	95,915	DCHS
(Former) White Center Public Health – Mary’s Place	10829 8th Ave S	Seattle	1,460	None (Mary’s Place)

*SF = King County Assessor’s Building Net Square Feet

COURTS & LAW ENFORCEMENT

Building Name	Address	City	SF*	County Tenants
Burien District Court	601 SW 149th St	Burien	11,996	KCDC
Children & Family Justice Center	300 12th Ave	Seattle	239,200	DAJD, DCHS, DJA, PAO, KCDC, KCSC
Issaquah District Court	5415 220th Ave SE	Issaquah	16,666	DC
KCSO East County Precinct #3	22300 SE 231st St	Maple Valley	14,542	KCSO
KCSO South County Precinct #4	14905 6th Ave SW	Burien	11,890	KCSO
King County Correctional Facility	500 5th Ave	Seattle	385,274	DAJD
King County Courthouse	516 3rd Ave	Seattle	482,760	KCC, DC, SC, DPD, DAJD, PAO, KCSO
Maleng Regional Justice Center	401 4th Ave N	Kent	356,500	KCSC, KCDC, PAO, DES, DPD, KCSO
Redmond District Court	8601 160th Ave NE	Redmond	11,996	KCDC
Regional Communications and Emergency Coordination Center	3511 NE 2nd S.	Renton	34,870	DES, KCSO
Shoreline District Court	18050 Meridian Ave N	Shoreline	11,895	KCDC
Youth Services Center	1211 East Alder	Seattle	255,119	DAJD, KCDC, DCHS, DJA, PAO, KCSC

OTHER PROPERTIES

Building Name	Address	City	SF*	County Tenants
Archives Building	E. Fir St	Seattle	17,000	RALS, Elections
Comet Lodge Cemetery	2000 S Graham St	Seattle	0	None
Goat Hill Garage	415 6th Ave	Seattle	241,811	DES
North Seattle – Vacant land	105 th & Meridian Ave N	Seattle	77,889	None
Orcas Building	707 S Orcas St	Seattle	27,680	DES
Ravensdale Gun Range	26520 292nd Ave SE	Ravensdale	3,840	KCSO
Regional Animal Services	21615 64th Ave S	Kent	9,877	RASKC

Leased Properties

OFFICE SPACE

Building Name	Address	City	SF	Lease End	County Tenants
901 5th	901 5th Ave	Seattle	20,440	3/30/24	DMT
Canal Place	130/150 W Nickerson	Seattle	9,707	6/30/20	DRNP
Central Building	810 3rd Ave	Seattle	21,526	12/31/21	DCHS, DHR, OEFA, OLEO
Dexter Horton	710 2nd Ave	Seattle	86,998	2/29/28	DPD
Dexter Horton	710 2nd Ave	Seattle	4,185	5/31/22	Ombuds
Graybar Building	416 Occidental Ave S	Seattle	22,000	6/30/29	DES, DMT
Kendall Lake	35030 SE Douglas St	Snoqualmie	21,430	10/31/22	DLS
Pennon Bldg.	5303 1st Ave S	Seattle	17,776	2/29/28	KCSO, DMT

PUBLIC HEALTH AND HUMAN SERVICES

Building Name	Address	City	SF	Lease End	County Tenants
9th & Jefferson Building	908 Jefferson St	Seattle	421,838	7/1/2028	DPH ME
Belltown Center	2106 2nd Ave	Seattle	7,000	9/30/20	DCHS
EMS Auburn	1101 D St NE	Auburn	480		DPH EMS
EMS Enumclaw	39404 244th Ave SE	Enumclaw	1,680		DPH EMS
EMS Burien	900 SW 146th St	Burien	740	5/31/21	DPH EMS
EMS Des Moines North	2238 S 223rd St	Des Moines	1,100		DPH EMS
EMS Des Moines South	27010 15th Ave S	Des Moines			DPH EMS
EMS Federal Way	3700 S. 320th St	Federal Way	800		DPH EMS
EMS Kent E Hill	15635 SE 272nd St	Kent	1,367		DPH EMS
EMS Kent Valley	20676 72nd Ave S	Kent	1,280		DPH EMS
EMS Renton	211 Mill Ave S	Renton	1,780		DPH EMS
EMS Vashon	10020 SW Bank Road	Vashon	3,452	1/31/22	DPH EMS
EMS Admin.	20811 84th Ave S	Kent	25,090	8/31/24	DPH EMS
EMS Admin.	20811 84th Ave S	Kent	3,000	9/30/20	DPH EMS
Environmental Health North Cr.	19119 North Creek Parkway	Bothell	2,487	9/30/23	DPH
High School Clinic Cleveland	5511 15th Ave S	Seattle	200		DPH

Building Name	Address	City	SF	Lease End	County Tenants
High School Clinic Ingraham	1819 N 135th St	Seattle	200		DPH
High School Clinic Rainier Beach	8815 Seward Park Ave S	Seattle	416		DPH
Public Health Center Auburn	901 Auburn Way N	Auburn	8,500		DPH
Public Health Ctr. Birch Creek	13111 SE 274th St	Kent	1,760		DPH
Public Health Center Burien	1210 SW 136th St	Burien	4,668	3/31/23	DPH
Public Health Columbia City	4400 37th Ave S	Seattle	19,666		DPH
Public Health Ctr. Downtown	2124 4th Ave	Seattle	25,497	5/31/21	DPH
Public Health Center Kent	25742 104th Ave SE	Kent	12,499	11/30/25	DPH
Public Health Center Meridian	10521 Meridian Ave N	Seattle	44,667	11/30/64	DPH
Public Health Center Renton	3201 NE 7th St	Renton	8,939	7/31/24	DPH
Public Health Ctr. Totem Lake	13030 121 st Way NE	Kirkland	5,804	9/30/27	DPH
Public Health Ctr. White Ctr.	9934 8th Ave SW	King County	6,022	6/30/22	DPH
Public Health Dental Clinic	12355 Lake City Way NE	Seattle	3,370	3/31/21	DPH
Public Health Prevention Clinic	908 Jefferson St	Seattle			DPH
Public Health Storage	19240 Des Moines Memorial Dr.	SeaTac	6,477	4/30/20	DPH
Public Health Storefront	1700 S 320th St	Federal Way	1,813	10/31/22	DPH
WIC Clinic Carnation	31957 E Commercial St	Carnation	334		DPH
WIC Clinic Enumclaw	1335 Cole St	Enumclaw			DPH
WIC Muckleshoot Tribal Health	39015 172nd Ave SE	Auburn			DPH
WIC Clinic Shoreline	17018 15th Ave NE	Shoreline	370		DPH
WIC Clinic - Vashon	17928 Vashon Hwy. SW	Vashon	500		DPH

Building Name	Address	City	SF	Lease End	County Tenants
Work Source - Tukwila	645 Andover Park W	Tukwila	20,926	5/31/25	DCHS

COURTS AND LAW ENFORCEMENT

Building Name	Address	City	SF	Lease End	County Tenants
DAJD Hiawatha	925 Hiawatha Pl S	Seattle	6,000	5/31/21	DAJD
District Court Auburn	340 E. Main St	Auburn	12,400	12/31/21	KCDC
District Court Bellevue	1309 114th Ave SE	Bellevue	24,049	12/31/21	KCDC
District Court Vashon	10011 SW Bank Road	Vashon	1,460	5/31/23	KCDC, KCSO, DLS
DPD Meeker	420 W Harrison St	Kent	24,370	6/30/20	DPD ACA
DPD Kent Valley	124 4th Ave S	Kent	4,896	5/31/29	DPD
DPD-SCRAP	1401 E Jefferson St	Seattle	26,002	6/30/20	DPD SCRAP
DPD-TDA	1401 E Jefferson St	Seattle	4,429	5/31/24	DPD TDA
Juvenile Court Services Bellevue	1722 138th Place NE	Bellevue	3,600		KCSC JCS
Juvenile Court Services Federal Way	34004 16th Ave S	Federal Way	3,222	3/31/22	KCSC JCS
Juvenile Court Services Renton	451 SW 10th St	Renton	3,474	11/6/21	KCSC JCS
Juvenile Court Services Seattle	1401 East Jefferson St	Seattle	6,218	11/30/19	KCSC JCS
PAO Office	16625 NE Redmond Way	Redmond	205		PAO
PAO Family Support	724 W Smith St.	Kent	6,090	8/31/21	PAO
KCSO Hangar	750 W Perimeter Rd	Renton	7,200		KCSO
KCSO Impound	4435 Colorado Ave S	Seattle	15,480	8/31/19	KCSO
KCSO Marine Patrol	4100 Carillon Point	Kirkland	# slips		KCSO
KCSO Marine Patrol	22307 Dock Ave S	Des Moines	800		KCSO
KCSO Marine Patrol	6155 NE 175th	Kenmore	# slips		KCSO

Building Name	Address	City	SF	Lease End	County Tenants
KCSO Marine Patrol	3560 W Lake Sammamish Pkwy SE	Bellevue	875		KCSO
KCSO Office, Parking, Storage	4100 Carillon Point	Kirkland	1,321		KCSO
KSCO Precinct 2	801 228th Ave SE	Sammamish	5,200	3/31/22	KCSO
KSCO Storefront Fairwood	17620 140th Ave SE	Renton	1,000	12/31/19	KCSO
KSCO Storefront Skyway	12629 Renton Ave S	King County	1,216	7/31/21	KCSO
KCSO Storefront Vashon	10011 SW Bank Road	Vashon	940	5/31/23	KCSO
Snoqualmie Pass Fire & Rescue	1211 State Route 906	Kittitas County	250		KCSO Joint Operation

OTHER LEASES

Building Name	Address	City	SF	Lease End	County Tenants
Data Closet – Exchange Bldg.	821 2nd Ave	Seattle	574	3/9/22	KCIT
Data Center – Westin Building.	2001 6th Ave	Seattle	900	8/31/26	KCIT
Data Center – Sabey 1	3355 S 120th Pl	Tukwila	3,344	4/30/31	KCIT
Data Center – Telecom Hub	3311 S 120th Pl	Tukwila	300	11/30/20	KCIT
Data Center – WA State Data Center	1500 Jefferson St	Olympia	500		KCIT
WLRD Lab	15 Nickerson St	Seattle	500	6/30/19	DNRP
Warehouse	7272 West Marginal Way	Seattle	85,145	4/30/28	DES, DPH
Warehouse and Radio Shop	855 S 192nd St	SeaTac	20,399	3/31/20	KCIT

F. Acronyms

Acronym	Meaning
ACA	Associated Counsel for the Accused
ADA	American Disabilities Act
ADR	Alternative Dispute Resolution
AFIS	Automated Fingerprint Identification System
BoAE	Board of Appeals and Equalization
BOMA	Building Owners and Managers Association
BRB	Boundary Review Board
BRC	Business Resource Center
CASA	Court Appointed Special Advocates
CCD	Community Corrections Division
CCMP	Civic Campus Master Plan
CFAM	Comprehensive Facility Asset Management
CFJC	Children and Family Justice Center
CIP	Capital Improvement Plan
CWP	Community Work Program
DAJD	Department of Adult and Juvenile Detention
DCHS	Department of Human Services
DES	Department of Executive Services
DHR	Department of Human Resources
DJA	Department of Judicial Administration
DLS	Department of Local Services
DMT	Department of Metro Transit (also "METRO")
DNRP	Department of Natural Resources and Parks
DOA	Department of Assessments
DPD	Department of Public Defense
DPH	Department of Public Health Seattle King County
EAP	Employee Assistance Program
Elections	Department of Elections
EMS	Emergency Medical Services
ESJ	Equity and Social Justice
ESPCA	Eastside Public Safety Communications Agency
FBOD	Finance and Business Operations Division
FCI	Facility Condition Index
FMD	Facilities Management Division
FRED	Fund to Reduce Energy Demand
FTE	Full Time Employee
GBO	Green Building Ordinance
HVAC	Heating Ventilation and Air Conditioning

Acronym	Meaning
IIU	Internal Investigations Unit
ITA	Involuntary Treatment Act (Court)
JCS	Juvenile Court Services
JMS	Jail Management System
K.C.C.	King County Code
KCC	King County Council
KCCF	King County Correctional Facility
KCCH	King County Courthouse
KCCP	King County Comprehensive Plan
KCDC	King County District Court
KCEO	King County Executive's Office
KCIA	King County International Airport
KCIT	Department of King County Information and Technology
KCSC	King County Superior Court
KCSO	King County Sheriff's Office
KSC	King Street Center
LCCA	Life-Cycle Cost Analysis
LED	Light Emitting Diodes
LEED	Leadership in Energy and Environmental Design
LHWP	Local Hazardous Waste Program
ME	Medical Examiner's Office
MMRF	Major Maintenance Reserve Fund
MRJC	Maleng Regional Justice Center
NDD	Northwest Defenders Division
NVD	Network Video Recorder
O & M	Operations and Maintenance
OCR	Office of Civil Rights
OCROG	Office of Civil Rights and Open Government
OEFA	Office of Economic and Financial Analysis
OEM	Office of Emergency Management
OLEO	Office of Law Enforcement Oversight
OLR	Office of Labor Relations
PAO	Prosecuting Attorney's Office
PSB	Office of Performance, Strategy, and Budget
PSERN	Puget Sound Emergency Radio Network
PTAS	Property Tax Administration System
PYJ	Partnership for Youth Justice
RALS	Records and Licensing Section
RAMP	Real Property Asset Management Plan
RASKC	Regional Animal Services of King County

Acronym	Meaning
RCECC	Regional Communications & Emergency Coordination Center
RCW	Revised Code of Washington
REMPOC	Real Estate and Major Projects Oversight Committee
RFP	Request For Proposals
Risk Management	Office of Risk Management Services
RSF	Rentable Square Feet
SCAP	Strategic Climate Action Plan
SCRAP	Society of Counsel Representing Accused Persons
SF	Square Feet
SHA	Seattle Housing Authority
SLCE	Service Level Commitments and Expectations
TDA	The Defender Association
USF	Useable Square Feet
WER	Work and Education Release
WLRD	Water and Land Resources Division
WTD	Wastewater Treatment Division
YSC	Youth Services Center

