

January 18, 1996

Introduced By:

LARRY GOSSETT

ew

Proposed No.:

96-182

MOTION NO. **9837**

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A MOTION confirming the Executive's appointment of Pearl McElheran as Director, Department of Construction and Facility Management.

BE IT MOVED by the Council of King County:

The county executive's appointment of Pearl McElheran as Director, Department of Construction and Facility Management is hereby confirmed.

PASSED by a vote of 10 to 0 this 15<sup>th</sup> day of April, 1996.

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

Jane Hayes  
Chair

ATTEST:

Gerald A. Peterson  
Clerk of the Council

96-182

**9837**

**CONFIRMATION PACKET**

**FOR**

**PEARL MCELHERAN**

**DIRECTOR, DEPARTMENT OF CONSRUCTION AND**

**FACILITY MANAGEMENT**

**APRIL 1996**



King County Executive  
**GARY LOCKE**

**CONFIRMATION PACKET  
FOR  
PEARL MCELHERAN**

**DIRECTOR, DEPARTMENT OF CONSTRUCTION AND FACILITY MANAGEMENT**

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**SECTION A**

- \* Letter from Gary Locke to King County Council Chair Jane Hague to Announce Appointment
- \* Copy of Confirmation Motion
- \* Press Release on Appointment



King County Executive  
GARY LOCKE

RECEIVED  
96 FEB 13 AM 10:33  
CLERK  
KING COUNTY COUNCIL

February 9, 1996

The Honorable Jane Hague  
Chair, King County Council  
Room 402  
COURTHOUSE

Dear Councilmember Hague:

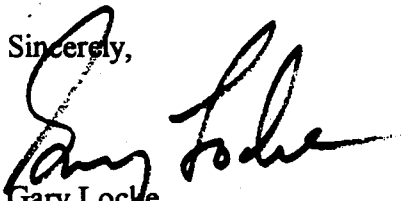
I am pleased to present a motion for the Council's approval confirming Pearl McElheran as Director of the Department of Construction and Facility Management. A confirmation package will be transmitted to the Council within the next two weeks.

Ms. McElheran has served as Acting Director for the Department of Construction and Facility Management since July, 1995 during which time she has made a considerable difference in the upkeep and appearance of the King County Courthouse and other county buildings. Prior to this position, she served as Deputy County Executive of Administration, Manager of Property Services Division, and Deputy Director of the Department of Executive Administration. She is also a former English Professor at Seattle Pacific University.

The Department of Construction and Facilities Management is responsible for construction by all King County departments, except roads. It oversees the county's Facilities Management Division, Property Services Division, the King County Airport at Boeing Field, the Harborview Project Office, and the Regional Justice Center Project Office.

It is my great pleasure to request the confirmation of Pearl McElheran as Director of the Department of Construction and Facility Management by the Metropolitan King County Council.

Sincerely,

  
Gary Locke  
King County Executive

Enclosure

cc: King County Councilmembers

January 18, 1996

Introduced By: \_\_\_\_\_

ew

Proposed No.: \_\_\_\_\_

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MOTION NO. \_\_\_\_\_

A MOTION confirming the Executive's appointment of  
Pearl McElheran as Director, Department of Construction and  
Facility Management.

BE IT MOVED by the Council of King County:

The county executive's appointment of Pearl McElheran as Director, Department of  
Construction and Facility Management is hereby confirmed.

PASSED by a vote of \_\_\_ to \_\_\_ this \_\_\_ day of \_\_\_\_\_, 19\_\_.

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Clerk of the Council



**SECTION B**

- \* Letter from Pearl McElheran to Council Chair Jane Hague to Acknowledge Willingness to Comply with County Code Provisions
  
- \* Resume and References





King County Executive  
GARY LOCKE

January 19, 1996

The Honorable Jane Hague  
Chair, King County Council  
Room 1200  
COURTHOUSE

RE: Acknowledgment to Comply With County Code Provisions

Dear Councilmember Hague:

I am pleased to accept the King County Executive's appointment to the position of Director, Department of Construction and Facilities Management. Pursuant to King County Code Section 2.16.110(E)(5), please accept this letter as my acknowledgment that the Council's confirmation process may require the submittal of information relating to my background and expertise.

Sincerely,

A handwritten signature in black ink, appearing to read "Pearl McElheran".

Pearl McElheran  
Director-designee

cc: King County Councilmembers

**PEARL McELHERAN**

3024 SW 116th Place  
Seattle, WA 98146

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**Summary of Qualifications**

Thirteen years experience in King County government in a variety of administrative functions. Decisive, problem-solving, and creative. Experienced in negotiations, policy development, promoting and providing responsive customer service, streamlining bureaucratic processes, and working with diverse populations.

**Professional Experience**

Acting-Director, Department of Construction and Facilities Management 1995 - Present  
Responsible for divisions of Capital Planning and Development, Facilities Maintenance, Airport, Property Services, the Harborview and the South King County Regional Justice Center Projects.

- Implemented Consolidation Ordinance for department by establishing two divisions out of the former Facilities Management Division.
- Launched plan to improve the appearance and public image of the Courthouse campus.
- Worked with the Associated General Contractors to get mutually agreeable legislation passed in Olympia as a result of Washington State's Supreme Court ruling on in-house construction work.
- Current major efforts focused on: cost control on the Harborview Project; development of County long-term office space plan; alternative site search for Eastside Regional Justice Center; review of policies and procedures for management of capital projects.

Deputy County Executive for Administration, King County 1994 - 1995

Oversight of the County's central administrative departments.

- Developed initial County-Metro Consolidation Plan.
- Launched the Quality Initiative Program
- Worked with County Auditor to develop pilot Performance Measurement Program.
- Negotiated management contract for Harborview Medical Center with the University of Washington.
- Initiated changes in centralized hiring process and other centralized review processes to make them more user-oriented.
- Began system for obtaining customer feedback on County service.
- Chaired the County's Affirmative Action Advisory Committee.
- Oversaw Executive office participation in writing of the County's Whistleblower Ordinance.
- Initiated process for creating a new County logo.

Manager, Property Services Division 1990 - 1993

Responsible for the acquisition, sale, leasing, and inventorying of County-owned real property.

- Reinvigorated a division left dysfunctional by lawsuits within the agency.

## Pearl McElheran

Page 2

- Oversaw development of written policies on the sale of County-owned property.
- Developed system for categorizing County-owned property.
- Developed Farmlands Monitoring Program.

### Administrative Assistant, Department of Executive Administration 1982 - 1989

On behalf of the Director, had major responsibility for policy and administrative review for the divisions of Facilities Management, Property Services, Licensing and Regulatory Affairs, and Personnel.

- Wrote legislation to strengthen planning process for capital improvement programs.
- Directed County's Comparable Worth Study.
- Wrote Family Leave legislation.
- Served as liaison between the department and the Superior Court on several difficult Court space needs issues.

### Special Projects Manager, United Inner-City Development Foundation 1979 - 1981

Worked with a federally-funded grant agency to assist minority-owned business obtain financing and apply for government projects.

### Project Manager, National Endowment for the Humanities 1976 - 1977

Worked with "town and gown" to promote interaction between the humanities and public policy.

## Education

Master of Arts, English, University of Washington  
Bachelor of Arts, English, Seattle Pacific University

## Civic/Community Involvement (Selected)

Member, Washington State Higher Education Coordinating Board	1986 - 1992
Member, Board of Directors, Northwest Women's Law Center also served as Vice President of the Board	1984 - 1988
Member, Board of Directors, Center for Preservation of Sexual and Domestic Violence also served as Treasurer of the Board	1978 - 1982

**PEARL McELHERAN**  
3024 SW 116th Place  
Seattle, WA 98146



### **References**

Rella Foley, Former King County Ombudsman  
10203 47th South  
Seattle, WA 98146  
935-8506

Lois North, Former King County Councilmember  
10126 Radford Northwest  
Seattle, WA 98177  
784-0393

Helen Sommers, Washington State Legislator  
2832 West Elmore Place  
Seattle, WA 98199  
283-6388

Charlie Earl, Consultant; Former Deputy Executive  
1418 119th Place Southeast  
Everett, WA 98208  
338-2625

## SECTION C

- \* Background Check Authorization
- \* Sheriff's Law Enforcement Background Investigation Report
- \* Financial Credit Check Report
- \* Public Disclosure Form

King County

Background Check Authorization Form

TO WHOM IT MAY CONCERN:

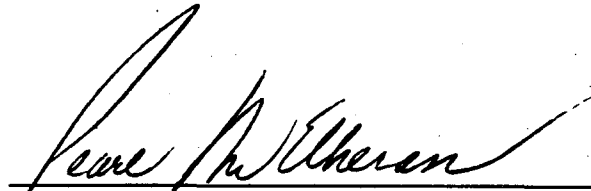
As an applicant for appointment by the King County Executive for the position of Director, Department of Construction and Facility Management, I understand that full disclosure of all relevant information regarding my fitness for this position is essential to the efficient and orderly governmental process, and I voluntarily consent to such full disclosure as a condition of my being considered further for this position.

In addition, I authorize the King County Executive Office to perform any law enforcement and financial credit checks that are necessary to complete the confirmation process.

In executing this disclosure authorization, I hereby waive, release and forever relinquish any or all claims arising from the authorized disclosure of whatsoever kind or nature I might hereafter have asserted against King County, its officers, employees, or agents and against any agency, firm, person, or other entity releasing to King County the information disclosure of which is authorized by my execution of this form.

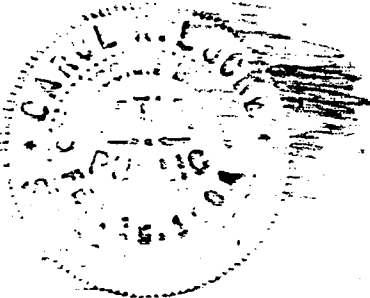
1-19-96

Date



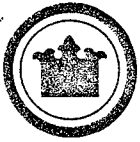
Pearl McElheran

Signed this 19<sup>th</sup> day of January, 1996.



Carol K. Locke

Notary Public in and for the state of Washington  
My commission expires 2/15/98



**King County**  
**Department of Public Safety**  
James E. Montgomery, *Sheriff-Director*  
W 116 King County Courthouse  
516 Third Avenue  
Seattle, Washington 98104-2312

**CONFIDENTIAL**

January 25, 1996

TO: Gary Locke, King County Executive  
FM: James E. Montgomery, Sheriff-Director  
RE: *Background Information*

At the request of your staff, a criminal history background check was conducted on Helen Pearl McElheran. The investigation did not reveal and prior criminal record.

If you have any questions, please call me at 296-4155.

JEM:sf

Attachment

**CONFIDENTIAL**





King County Executive  
GARY LOCKE

April 3, 1996

TO: Gary Locke, King County Executive

FM: *Char Ohashi*  
Char Ohashi, Secretary to Deputy County Executive

RE: Financial Check/Pearl McElheran

I have received a financial credit report on Pearl McElheran, Director-designee of the Department of Construction and Facilities Management. The report contains no adverse information.





**King County  
Board of Ethics**

King County Administration Building  
500 Fourth Avenue Room 553  
Seattle, Washington 98104  
206-296-1586

**KING COUNTY  
FINANCIAL DISCLOSURE STATEMENT**

In accordance with Section 3.04.050 of the King County Code, the following individuals are required to complete a financial disclosure statement within ten (10) days of appointment and by April 15 of each year: all elected County officials, employees appointed by the County Executive or Department Directors and subject to approval by the County Executive; all employees of the Metropolitan King County Council; and those employees whose official duties include participation in the contractual process, including, but not limited to evaluating proposals, negotiating, and administering contracts. Within the Department of Metropolitan Services, the executive director, confidential secretary to the executive director, deputy director, department directors, division managers, and all employees who participate in the contractual process must file.

For reporting purposes, "immediate family" includes spouse, dependent children, and other dependent relatives residing in the employee's household. "Person" designates any individual, partnership, association, corporation, firm, institution, or other entity, whether or not operated for profit.

**Type or print all information and sign this form on page three.  
Use additional sheets if necessary.  
Return to the Board of Ethics, MS-5A.**

DATE: February 1996

NAME: Pearl McElheran

POSITION TITLE: Director, Construction & Facilities Management

DEPARTMENT/DIVISION: \_\_\_\_\_

DO YOU NEGOTIATE AND/OR AWARD CONTRACTS?

YES

NO

A. List all sources of income over \$1500.00 (include salary, retirement, and dividend income):

Source of Income	Type of Business	Address
King County	Government	Seattle, WA.

B. Do you have a direct financial interest in any mutual fund or other "person" or enterprise in excess of \$1500.00 (insurance issued either to yourself or your spouse, accounts in banks, savings and loan associations or credit unions are not considered financial interest; however, municipal bonds, trusts, and stocks and all other types of financial interest are included)?

YES                       NO

If you answered yes, please list:

Mutual Fund or Enterprise	Type of Business	Address
Columbia Funds	Mutual Funds	Portland, Ore.
Evergreen Funds	Mutual Funds	Boston, MA
Fidelity Investments	Mutual Funds	Dallas, TX
American Funds	Mutual Funds	Beverly, CA

(see p.3)

C. List any office, directorship, or trusteeship in any "person" or other governmental entity which does business in King County and which is held by you or members of your immediate family:

Name/Relationship	Type of Business	Position Held
None		

D. List by legal description or popular address all real property owned by you or a member of your immediate family in King County. Include options to buy if the property is valued in excess of \$1500.00.

Address	Name of Owner	Relationship to Employee
5320-7th Ave. NE, Seattle	Pearl McElheran	self
3024 SW 116th Pl., Burien	Pearl McElheran	self

E. List all real property located in King County and sold by you or a member of your immediate family during the reporting year and valued in excess of \$1500.00:

Address	Name of Owner	Amount Sold For
None		

**F. This section is only to be completed by attorneys who practiced before state and local regulatory agencies within the preceding twelve-month period:**

- List the name of the "person of which you are a member, partner, or employee:  
 \_\_\_\_\_  
 \_\_\_\_\_
- List the name(s) of the agencies that you practice before:  
 \_\_\_\_\_  
 \_\_\_\_\_
- List the amount of gross compensation in excess of \$1500.00 received by the "person" and attorney respectively as a result of your practice before such agencies in the past twelve months:  
 \_\_\_\_\_  
 \_\_\_\_\_

**ATTESTATION**

(Required of all County officials and employees who file)

I, Pearl McElheran, certify under penalty of perjury that this statement is true, accurate, and complete.

Pearl McElheran  
Signature

Signed this 29 day of February, 1996.

*Statement of Confidentiality: Pursuant to K.C.C. 3.04.110, the statements of elected officials, candidates, department directors, division managers, the deputy county executive(s), and the county executive's administrative assistants shall be public record. All other statements, including those of board and commission members, shall not be made public without the written approval of the Board of Ethics. The Board of Ethics has adopted administrative procedures to ensure that the statements of all other County employees and board and commission members will not be released without prior notification of such employees and members, and without opportunity to assert a right to privacy by filing motion in Superior Court.*

## **SECTION D**

\* Department Organizational Chart

\* Position Description

DEPARTMENT OF CONSTRUCTION AND FACILITY MANAGEMENT

PROPERTY SERVICES DIVISION

- Acquisition
- Leasing
- Inventory & Control

FACILITIES MAINTENANCE DIVISION

- Custodial Services
- Building Security
- Day Maintenance
- Grounds

CAPITAL PLANNING AND DEVELOPMENT DIVISION

- Parks CIP
- General Governmental CIP

AIRPORT DIVISION

HARBORVIEW PROJECT

**DIRECTOR**  
**DEPARTMENT OF CONSTRUCTION AND FACILITIES MANAGEMENT**



Position

The Director of the Department of Construction and Facilities Management serves in an exempt position reporting to the King County Executive through the Deputy Executive. Appointees to exempt positions are not covered by King County's merit/civil service system. Appointment, term of service, and removal are at the discretion of the King County Executive. The Executive's appointment is subject to King County Council confirmation.

The 1996 budget for the Department of Construction and Facilities Management is \$26,657,868. The Director manages a staff of approximately 277 full-time equivalent employees.

Overall Responsibility

The Director, with division managers and administrators, establishes Department goals and budget priorities; monitors Departmental operations; implements Executive and Council policies; and recommends to the Executive and Council the development of new programs and/or administrative policies.

The responsibilities of the Department are to: (1) maintain the physical plant; (2) manage capital construction projects; (3) sell, lease, acquire real property; (4) issue permits and franchises for use of County property; (5) maintain the inventory of County real and personal property; and (6) manage the King County International Airport.

These responsibilities are carried out through four divisions and two project offices. They are as follows:

- Property Services
- Facilities Maintenance
- Capital Planning and Development
- Airport
- Harborview Medical Center Project
- Regional Justice Center Project

Professional Qualification

The Director must have a demonstrated ability to be a strong and effective manager of a multifaceted property development and facilities improvement/maintenance organization. He/she must have a proven ability to represent the needs of the Department and to respond effectively to the Department's customers. The Director should have a working knowledge and understanding of local government. He/she should be aware of the standards of good practice in construction management and real estate. He or she must be able to work effectively with the King County Executive, the

King County Council and other elected or appointed officials. Preferably, the Director will possess an advanced degree in architecture or engineering, with professional licensing in either discipline, or an equivalent combination of education and experience.

### Personal Qualifications

The Director of the Department of Construction and Facilities Management should demonstrate the following attributes:

- An ability to accomplish tasks and implement programs in a timely manner;
- An ability to develop and implement cost-effective solutions to maintenance and capital projects;
- A commitment and willingness to obtain an in-depth knowledge of the Department of Construction and Facilities Management's diverse responsibilities;
- An ability to be a team player who is able to work closely with other department heads in a cooperative manner;
- A sensitivity to hiring, contracting, and program accessibility needs for minorities, women and persons with disabilities;
- An ability to gain the respect, loyalty, and cooperation of the Department of Construction and Facilities Management's employees;
- An ability to communicate accurately and effectively in writing and speaking;
- An openness to innovation, experimentation, and new ideas;
- An ability to work effectively under pressure, meeting many competing demands; and
- Personal integrity and a commitment to the public trust.