

1 May 9, 1989
2 AG/1k-7:13P.2

Introduced by: Bill Reams

Proposed No.: 89-43

3
4 ORDINANCE NO. **8978**

5
6 AN ORDINANCE relating to the King County Capital Improvement
7 Program; amending requirements for notifying the council of
8 changes to adopted CIP projects, prescribing conditions for
9 expense reimbursement of design commissioners, prescribing a
10 CIP planning process and establishing an office of capital
11 planning and development; amending Ordinance 620, Section 3
12 (part) as amended and K.C.C. 4.04.020, 4.04.030, and 4.04.200
13 through 4.04.240; and adding new sections to Ordinance 7159
14 and K.C.C. 4.04.200; and amending Ordinance 1438, Section
15 3(e), as amended, and K.C.C. 2.16.090.

16 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

17 SECTION 1. Ordinance 620, Section 3 (part) as amended, and K.C.C.

18 4.04.020 are hereby repealed.

19 SECTION 2.

20 Definitions. The following terms as used in this chapter shall, unless
21 the context clearly indicates otherwise, have the respective meanings herein
22 set forth.

23 A. ACQUISITION OF RIGHT OF WAY/LAND ACQUISITION. Funds budgeted for the
24 purchase of property rights, excluding county force charges of the real prop-
25 erty division.

26 B. ADOPTED. Approval by council motion or ordinance.

27 C. ART. Funds budgeted for the 1% for Art program pursuant to Ordinance
28 No. 6111 or any amendment thereto.

29 D. AGENCY. Every county office, officer, each institution, whether
30 educational, correctional or other, and every department, division board and
31 commission, except as otherwise provided in this chapter.

32 E. ALLOCATION. A part of a lump sum appropriation which is designated
33 for expenditure by specific organization unit and/or specific purposes.

F. ALLOTMENT. A part of an appropriation which may be encumbered or
expended during an allotment period.

G. ALLOTMENT PERIOD. A period of time less than a fiscal year in length

1 during which an allotment is effective.

2 H. APPROPRIATIONS. An authorization granted by the council to make
3 expenditures and to incur obligations for specific purposes.

4 I. APPROPRIATION ORDINANCE. That ordinance which establishes the legal
5 level of appropriation for a fiscal year.

6 J. BUDGET. A proposed plan of expenditures for a given period or purpose
7 and the proposed means for financing these expenditures.

8 K. BUDGET DOCUMENT. A formal, written, comprehensive financial program
9 presented by the county executive to the council.

10 L. CIP. Capital Improvement Program.

11 M. CIP EXCEPTIONS NOTIFICATION. A letter transmitted to the chair of the
12 council finance committee which describes changes to an adopted CIP project's
13 scope and/or schedule or total project cost and, with the exception of sched-
14 ule changes, shall be sent in advance of any action.

15 N. CONSTRUCTION. Funds budgeted for CIP project construction including
16 contract construction, contract inspection and testing and, as appropriate,
17 construction tasks performed by county forces.

18 O. CONTINGENCY. Funds budgeted for unanticipated CIP project costs asso-
19 ciated with any other project activities.

20 P. CONTRACTED DESIGN, PRELIMINARY ENGINEERING. Funds budgeted for activ-
21 ities of a contract nature associated with all CIP project phases through bid
22 advertising. Included are consultant contracts for feasibility studies,
23 planning, studies, preliminary design, construction drawings, bid
24 specifications and on-site inspections.

25 Q. COUNTY FORCE DESIGN. Funds budgeted for CIP project design or design
26 review by county personnel.

27 R. COUNTY FORCE RIGHT OF WAY. Funds budgeted for real property costs
28 associated with CIP land acquisition.

29 S. COST ELEMENTS. CIP budgeting activities related to construction,
30 contracted design, preliminary engineering, acquisition of right of way,
31 equipment and furnishings, contingency, artistic furnishings, county force
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1 design, county force right of way, project administration or other activities
2 as provided by the council.

3 T. COUNCIL. The county council of King County.

4 U. DEFICIT. The excess of expenditures over revenues during an account-
5 ing period, or an accumulation of such excesses over a period of years.

6 V. EQUIPMENT AND FURNISHINGS. All costs for the purchase of equipment
7 and furnishings associated with CIP project construction.

8 W. EXECUTIVE. The King County executive, as defined by Article 3 of the
9 King County Charter, or his designee.

10 X. EXPENDITURES. Where the accounts are kept on the accrual
11 basis or the modified accrual basis, the cost of goods delivered or services
12 rendered, whether paid or unpaid, including expenses, provisions for debt
13 retirement not reported as a liability of the fund from which retired, and
14 capital outlays. Where the accounts are kept on the cash basis, actual cash
15 disbursements for these purposes.

16 Y. FACILITY MASTER PLAN. A master plan for an agency that establishes
17 the facility needs for an approved operational master plan. It should
18 include, as a minimum, space and construction standards, spatial
19 relationships, prototype floor plans, space requirements, initial and life
20 cycle cost of alternative facilities and locations. It should include pro-
21 posed schedules, budgets, and a plan to respond to the changing needs of the
22 operational master plan.

23 Z. FACILITY PROGRAM PLAN. A plan produced for a specific facility
24 construction project which establishes the project scope, budget and schedule.
25 The plan should describe, in detail, spatial requirements and adjacencies,
26 buildings and site requirements, and equipment. It should adequately
27 describe, to the facility designer and the facility user, how the user pro-
28 grams will fit and function and what the spaces will be like. It should pro-
29 vide sufficient information about the owner's requirements so that the
30 designer can enter into a contract assuring the owner these requirements will
31 be met within the approved budget and schedule.
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1 AA. FINANCIAL PLAN. A summary by fund of planned revenues and
2 expenditures, reserves and undesignated fund balance.

3 BB. FUND. An independent fiscal and accounting entity with a self
4 balancing set of accounts recording cash and/or other resources together with
5 related liabilities, obligations, reserves, and equities which are segregated
6 for the purpose of carrying on specific activities or attaining certain objec-
7 tives in accordance with special regulations, restrictions or limitations.

8 CC. FUND BALANCE. The excess of the assets of a fund over its
9 liabilities and reserves except in the case of funds subject to budgetary
10 accounting where, prior to the end of a fiscal period, it represents the
11 excess of the fund assets and estimated revenues for the period over its
12 liabilities, reserves, and appropriations for the period.

13 DD. IMPLEMENTING AGENCY. The appropriate department and division
14 responsible for the administration of CIP projects. Implementing agencies
15 include, but are not limited to the following: roads and bridge CIP projects--
16 road division; park and open space projects - parks division; county building
17 CIP projects - executive administration; surface water CIP projects - surface
18 water management division and other divisions as designated by the executive.

19 EE. LAPSE OF APPROPRIATION. An automatic termination of an
20 appropriation.

21 FF. MASTER PLAN. A long-range forecast of program and facility needs
22 for an agency in order to meet statutory requirements and organizational goals
23 and objectives.

24 GG. OBJECT OF EXPENDITURE. A grouping of expenditures on the
25 basis of goods and services purchased (e.g., salary and wages).

26 HH. OPERATIONAL MASTER PLAN. A master plan for an agency setting forth
27 how the organization should look now and in the future. It should include the
28 analysis of alternatives and their life cycle costs to accomplish defined
29 goals and objectives, performance, measures, projected workloads, needed
30 resources, proposed implementation schedules, and costs. It should also
31 address how the organization, its goals, objectives and needs will react to
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1 changed conditions.

2 II. PROGRAM. The definition of resources and efforts committed
3 to satisfying a public need. The extent to which the public need is satis-
4 fied is measured by the effectiveness of the process in fulfilling the needs
5 as expressed in explicit objectives.

6 JJ. PROJECT. A capital improvement project for purposes of
7 inclusion in the capital program is defined to include: Acquisition of sites,
8 easements, right of way or improvements thereon or appurtenances thereto,
9 construction and initial equipment, reconstruction, demolition or major
10 alteration of new or presently owned capital assets.

11 KK. PROJECT ADMINISTRATION. Funds budgeted for all county costs
12 associated with administering design and construction contracts on CIP
13 projects.

14 LL. PUBLIC NEED. Those public services found to be required to
15 maintain the health, safety, and well being of the general citizenry.

16 MM. QUARTERLY BUDGET REPORT. A report prepared quarterly by the
17 budget office for major operating and capital funds which presents executive
18 revisions to the adopted financial plan or plans and identifies significant
19 deviations in agency workload from approved levels and identifies potential
20 future supplemental appropriations with a brief discussion of the rationale
21 for each potential supplemental.

22 NN. REGULATIONS. The policies, standards and requirements,
23 stated in writing, designed to carry out the purposes of this chapter, as
24 issued by the county executive or his designated agent, and which shall have
25 the force and effect of law.

26 OO. REAPPROPRIATION. Authorization granted by the council to
27 expend the appropriation for the previous fiscal year for capital programs
28 only.

29 PP. REVENUE. The addition to assets which does not increase any
30 liability, nor represent the recovery of an expenditure, nor the cancellation
31 of certain liabilities on a decrease in assets nor a contribution to fund cap-
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1 ital in enterprise and intragovernmental service funds.

2 QQ. SCOPE CHANGE. A CIP project's scope is changed if total project cost
3 increases by 10% or by fifty thousand dollars, whichever is less.

4 RR. USER AGENCY. The appropriate department, division, office
5 or section to be served by any proposed CIP project.

6 SECTION 3. Ordinance 620, section 3 (part) as amended, and K.C.C.
7 4.04.030 are hereby amended as follows:

8 Contents of the budget document. The budget documents shall include, but
9 not be limited to, data specified in this chapter.

10 A. THE BUDGET. The county budget shall set forth the complete financial
11 plan for the ensuing fiscal year showing planned expenditures, and the sources
12 of revenue from which they are to be financed.

- 13 1. Revenues. The budget document shall include the following:
- 14 a. Estimated revenue by fund and by source from taxation;
 - 15 b. Estimated revenues by fund and by source other than taxation;
 - 16 c. Actual receipts for first six months (January 1 - June 30) of the
17 current fiscal year;
 - 18 d. Actual receipts for the last completed fiscal year by fund and by
19 source;
 - 20 e. Estimated fund balance or deficit for current fiscal year by
21 fund;
 - 22 f. And such additional information dealing with revenues as the
23 county executive and county council shall deem pertinent and useful.

- 24 2. Expenditures. The budget document shall include the following:
- 25 a. Tabulation of expenditures in a comparable form by fund, program
26 project, and/or object of expenditure for the ensuing fiscal year;
 - 27 b. Actual expenditures for the first six months (January 1 - June
28 30) of the current year;
 - 29 c. Actual expenditures for the last completed fiscal year;
 - 30 d. The appropriation for the current year;
 - 31 e. And such additional information dealing with expenditures as the
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1 county executive and county council shall deem pertinent and useful.

2 3. Capital Improvement Program. All capital improvement projects and
3 appropriations shall be authorized only by inclusion in the annual council
4 adopted CIP or any amendment thereto. A bond ordinance is not an
5 appropriation for capital projects. The capital improvement section of the
6 budget shall include:

7 a. Estimated expenditures for at least the next six fiscal years by
8 program;

9 b. Expenditures planned for current, pending, or proposed capital
10 projects during the fiscal year, classified according to proposed source of
11 funds whether from bonds, or other local, state, federal, and/or private
12 sources.

13 c. An alphabetic index to enable quick location of any project
14 contained therein;

15 d. A discrete number for each project which shall serve to identify
16 it within the capital budget document, and all accounting reports;

17 e. Estimated net annual operating costs associated with each project
18 upon completion or in cases where operating costs are negligible or
19 incalculable, a statement to that effect;

20 f. An identification of all CIP projects by council district in
21 which they are located;

22 g. CIP projects funded in the budget year shall be presented in a
23 separate section of the budget, or otherwise distinctively identified from the
24 five year CIP program of future planned projects and any previously funded
25 projects;

26 h. In addition to schedule requirements, a statement of purpose and
27 estimated total cost for each project for which expenditures are planned
28 during the ensuing fiscal year;

29 i. The original project cost estimate which shall remain fixed from
30 year to year. This original cost estimate shall be included in the capital
31 budget document, a project record, separate from the budget document, shall be
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1 provided which identifies the original project cost estimate and any subse-
2 quent changes thereto by cost element and revenue source as approved in the
3 budget document or any amendment thereto;

4 j. An enumeration of revised project cost estimates;

5 k. Funds actually expended for projects as of June 30th of the
6 current year;

7 l. Funds previously authorized for the project;

8 m. Anticipated specific cost elements within each project; however,
9 the executive is authorized to transfer funds between specific activities
10 within the same project provided that, these transfers will not result in a
11 necessary increase to the total project budget. A change in scope of a
12 project constitutes a revision. ~~((A CIP project scope change shall be
13 included in the CIP Exceptions Report if individual project cost elements
14 increase or decrease by 10% or more from adopted budgets; or if the current
15 schedule deviates by three months from the adopted schedule; or if a
16 project's schedule size, revenue sources, length, capacity, or key features
17 increases or decreases by 10% or more from the adopted budget. A project
18 shall also be included in the CIP Exceptions Report if its total expenditures
19 are projected to exceed the adopted budget. In the CIP Exceptions Report the
20 budget office shall also provide a reporting of and the rationale for any
21 expenditures from general CIP project appropriations established to cover CIP
22 overexpenditures for roads, parks or other projects.))~~ A CIP project scope
23 change shall be included in the CIP Exceptions Notification if total project
24 costs increase by 10% or by fifty thousand dollars, whichever is less; or if
25 the schedule deviates by three months. For roads and parks CIP projects, a
26 CIP Exceptions Notification shall also be transmitted in advance to the
27 council finance chair when fifty thousand dollars or more or funds in excess
28 of 10% or more of total project costs, whichever is less, are to be
29 transferred from a contingency project to a CIP project.

30 n. Individual allocations by cost element for each capital project;

31 o. When a single fund finances both operating expenses and capital
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1 projects, there shall be separate appropriations therefrom for the operating
2 and the capital sections of the budget.

3 B. GENERAL. 1. Budget Message. The budget message shall explain the
4 budget in fiscal terms and in terms of goals to be accomplished and shall
5 relate the requested appropriation to the comprehensive plan of the county.

6 2. Proposed Estimates. The total proposed expenditures shall not be
7 greater than the total proposed revenue provided, that this requirement shall
8 not prevent the liquidation of any deficit existing on the effective date of
9 this chapter.

10 3. Budgeting Fund Balances. If the estimated revenues in the current
11 expense, special revenue, or debt service funds for the next ensuing fiscal
12 period, together with the fund balance, for the current fiscal period exceeds
13 the applicable appropriations proposed by the county executive for the next
14 ensuing fiscal period, the county executive shall include in the budget docu-
15 ment his recommendations for the use of said excess for the reduction of
16 indebtedness, for the reduction of taxation or for other purposes as in his
17 discretion shall serve the best interests of the county.

18 4. Anticipated Deficits. If, for any applicable fund, the estimated
19 revenues for the next ensuing period plus fund balance shall be less than the
20 aggregate of appropriations proposed by the county executive for the next
21 ensuing fiscal period, the county executive shall include in the budget docu-
22 ment his proposals as to the manner in which the anticipated deficit shall be
23 met, whether by an increase in the indebtedness of the county, by imposition of
24 new taxes, by increase of tax rate or in any like manner.

25 C. SUPPORTING DATA.

26 1. Justification for revenues and expenditures shall be presented in
27 detail when necessary to explain changes of established practices, unique fis-
28 cal practices and new sources of revenue or expenditure patterns or any data
29 the county executive deems useful to support the budget. The following are
30 included:

31 a. Inclusion of nonbudgeted departments and programs expenditures
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1 and revenues, i.e., intragovernmental service funds;

2 b. Inclusion of historical and projected agency workload
3 information;

4 c. Inclusion of brief explanation of existing and proposed new
5 programs, as well as the purpose and scope of agency activities.

6 2. Capital improvement program data shall include but not be limited
7 to the following:

8 a. The streets and highway programming process shall specify
9 priorities, guide route establishments, select route design criteria and pro-
10 vide detailed design information for each road or bridge project.

11 Roads CIP Development Process:

12 1. The department of public works after coordinating with the planning
13 division shall request CIP project funding from the budget office. The budget
14 office shall annually review, and forecast recommended CIP projects to the
15 executive.

16 2. For projects where a determination of environmental significance has
17 been made pursuant to the State Environmental Policy Act Amendments of 1983, a
18 study or environmental impact statement or declaration of no significant
19 determination of environmental significance to be made, the proposal should be
20 at a sufficient stage of contemplation or planning that its principal features
21 can be reliably identified in terms of alternative locations, size, quantities
22 of natural resources involved, changes in land use and general areas of the
23 community and population that may be affected.

24 3. Inclusion of other data which the county executive and county coun-
25 cil deems necessary which may include objects of expenditure and other expen-
26 ditures categories.

27 SECTION 4. Ordinance 7159, Sections 4-5 and K.C.C. 4.04.200 are hereby
28 amended as follows:

29 Executive Responsibilities. A. The county executive shall be responsible
30 for the implementation of all CIP projects pursuant to adopted project budgets
31 and schedules.
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1 At least fifteen (15) days prior to advertising for construction bids for
 2 any capital project, the council chair and councilmembers in whose district
 3 construction will take place shall be notified. The notification shall
 4 include project identification, advertising dates, and a summary description
 5 of the work to be performed. Provided that failure to comply with this provi-
 6 sion shall not delay bid advertisement.

7 B. The executive shall be responsible for implementation of council
 8 adopted CIP projects to ensure their completion on schedule and within adopted
 9 budgets. The executive shall select consultants soliciting work on all CIP
 10 projects. The executive shall implement the provisions of this ordinance by
 11 the establishment of rules and procedures that provide for consultant
 12 selection, ongoing CIP design review, and project implementation.

13 C. All above grade, non-parks CIP projects shall be subject to the fol-
 14 lowing process:

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

18 2. A facility master plan, based upon the approved operational master
 19 plan, shall be developed by the requesting agency in conjunction with the
 20 office of capital planning and development and shall be submitted to the execu-
 21 tive and the council for approval.

22 3. A facility program plan for each requested CIP project, based upon
 23 the approved facility master plan, shall be developed by the requesting agency
 24 in conjunction with the office of capital planning and development and shall
 25 be submitted to the executive and the council for approval.

26 SECTION 5. Ordinance 7159, Section 7 and K.C.C. 4.04.210 are hereby
 27 amended as follows:

28 COUNCIL RESPONSIBILITIES. The council shall review, amend, defer, or
 29 adopt operational master plans, facility master plans, facility program plans,
 30 CIP project cost elements, schedules and total budget in the annual CIP budget
 31 or amendments thereto pursuant to the provisions of the King County Charter.
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1 SECTION 6. Ordinance No. 7159, Sections 6 and 8 and K.C.C. 4.04.220 are
2 hereby amended as follows:

3 Design Consultants. A. Design consultants for above grade, non-park CIP
4 projects may be selected only after the facility program plan has been
5 approved by the council.

6 ((A.)) B. The process established for selecting design consultants will,
7 pursuant to adopted project plans and budgets, include the definition and pub-
8 lication of each project's overall scope, schedule, total budget and consult-
9 ant fees or fee schedule. Affirmative responses from consultants soliciting
10 design work, shall be the primary basis for the evaluation and selection of
11 design consultants. The executive process shall, pursuant to K.C.C. 4.16,
12 consider all requirements under the Minority/Women's Business Enterprises
13 program.

14 ((B.)) C. ((Facilities-management division)) Office of capital planning
15 and development shall be included in the process to review and make recommen-
16 dations to the executive in the selection of design consultants for all above
17 grade, non-park CIP projects; the appropriate division of the planning and
18 community development and public works departments shall be included in the
19 process to review and make recommendations to the executive in the selection of
20 design consultants for all park, open space, road, bridge, solid waste, sur-
21 face and airport CIP projects.

22 SECTION 7. Ordinance 7159, sections 9-11 and K.C.C. 4.04.230 are hereby
23 amended as follows:

24 Design commission. A. Functions. There is hereby established a
25 five-member King County design commission. The design commission shall review
26 the qualifications of design consultants soliciting county work for above
27 grade CIP projects with design costs over \$50,000. The design commission
28 shall recommend, in priority order, the top three design consultants to the
29 executive based on consultant selection criteria established by the executive
30 and as required under King County Code 4.04. The design commission may review
31 the design of specific CIP projects when requested to do so by the executive.
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1 Each executive design review request shall specify design features and design
2 stages which are to be reviewed.

3 B. Membership. ((Effective July 1, 1985-t)) The King County design
4 commission shall consist of five members limited to one four-year term and
5 subject to executive appointment and council confirmation. The design
6 commission shall include one member from each of the following categories:

- 7 1. Landscape Architect
- 8 2. Architect
- 9 3. Urban Planner
- 10 4. Registered Professional Civil Engineer
- 11 5. Citizen Representative

12 The initial citizen representative shall be appointed for four years. Of
13 the remaining four positions, two members shall initially serve for two years
14 and two members shall initially serve for three years. All subsequent terms
15 shall be for four years.

16 C. Compensation for members of the design commission shall be at a rate
17 of twenty-five dollars for each hour while in meetings including travel time
18 to commission meetings provided that, total compensation for one day shall not
19 exceed two hundred dollars. Commission members shall be reimbursed for all
20 necessary and reasonable costs incurred by them in performance of the duties
21 of the commission including the cost of travel to commission meetings.

22 Reimbursement for travel and related expenses shall be in accordance with
23 established county travel policies. Expenditures for commission services
24 shall be charged to individual CIP projects.

25 ((D. By June 1, 1985, the executive shall submit appointments to the
26 design commission to the council for confirmation.))

27 SECTION 8. Ordinance No. 1438, Section 3(e), as amended, and K.C.C.
28 2.16.090 are hereby amended as follows:

29 Department of Executive Administration -- Divisions -- Duties. The depart-
30 ment of executive administration is a staff department primarily responsible
31 for providing administrative and management support to other agencies of
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1 county government and for the management and coordination of the county's
2 civil rights and compliance program, executive internal auditor program, cable
3 communications, capital planning and development, and the centralized purchasing
4 process for materials and services purchased by the county. The department is
5 responsible to manage and be fiscally accountable for the following divisions:

6 A. PERSONNEL DIVISION. The functions of the division include:

7 1. Manage and administer an effective personnel system for the county
8 and provide professional personnel services and support to employees, county
9 agencies and, as appropriate, residents of the county.

10 2. Negotiate collective bargaining agreements with appropriate labor
11 organizations for approval by the council.

12 3. Represent county interests in the grievance process including formal
13 hearings before the personnel board.

14 4. Serve as staff support, when appropriate, to other public agencies
15 in recommending and performing personnel administrative functions related to
16 non-career service employees.

17 5. Manage the county's participation in the work study program and
18 other temporary or part-time employment programs.

19 6. Manage the county's safety and workers' compensation program.

20 B. SYSTEM SERVICES DIVISION. The functions of the division include:

21 1. Operate, maintain and enhance automated data processing systems for
22 the county and other contracting agencies.

23 2. Plan, design, implement and manage new systems development based on
24 demonstrated need and cost effectiveness under the general policy direction of
25 the data processing policy review committee.

26 C. REAL PROPERTY DIVISION. The functions of the division include:

27 1. Manage all real property owned or leased by the county ensuring,
28 where applicable, that properties generate revenues closely approximating fair
29 market value.

30 2. Maintain a current inventory of all county owned or leased real
31 property as part of the program to sell properties deemed surplus to the needs
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1 of the county.

2 3. Pursuant to the requirements of K.C.C. 4.04, provide support serv-
3 ices to county agencies in the acquisition of needed real properties.

4 4. Issue house moving and utility permits, and franchises.

5 D. RECORDS AND ELECTIONS DIVISION. The functions of the division
6 include:

7 1. Conduct all special and general elections held in the county and
8 register voters.

9 2. Manage the recording, processing, filing, storing, retrieval,
10 certification of copies as required, of all public documents filed with the
11 division.

12 3. Process all real estate tax affidavits.

13 4. Act as the official custodian of all county records, per general
14 law.

15 E. GENERAL SERVICES DIVISION. The functions of the division include:

16 1. Issue business, marriage and motor vehicle licenses, and collect
17 license fee revenues.

18 2. Enforce county and state law relating to animal control.

19 3. Manage the county's centralized reproduction center.

20 4. Manage the program of printing and distributing the King County Code
21 and all supplements to the public.

22 F. FACILITIES MANAGEMENT DIVISION. The functions of the division
23 include:

24 1. Administer and maintain in good general condition the county's phys-
25 ical facilities, unless specific facilities' maintenance is the functional
26 responsibility of other county agencies.

27 ~~((2.- Develop executive proposed above-grade, non-park-CIP-projects with~~
28 ~~clearly defined scope, cost and schedule information pursuant to K.C.C. 4.04 and~~
29 ~~to perform project management of all above-grade non-parks-CIP-projects to~~
30 ~~insure compliance with project scope, costs and schedules.- Management activi-~~
31 ~~ties shall include:~~

1 a. ~~Contract administration:~~

2 b. ~~Acting as the county's representative during design and construction;~~

3 c. ~~Providing advisory services and/or feasibility studies to such pro-~~
4 ~~jects as approved by the department director;~~

5 d. ~~Project budget management of approved projects;~~

6 e. ~~Necessary coordination with involved agencies to facilitate the com-~~
7 ~~pletion of approved projects.))~~

8 ((3.)) 2. Maintain, control, and be accountable for the inventory of all
9 King County personal property, disposing of surplus property, per general law.

10 ((4.)) 3. Operate the security program for the courthouse complex.

11 ((5.)) 4. Operate courthouse switchboard and information desk,

12 ((6.)) 5. Provide messenger service for county government agencies.

13 ((7. ~~Provide staff support to the King County design commission to~~
14 ~~consist primarily of preparing meeting agenda and recording proceedings of the~~
15 ~~commission meetings.))~~

16 G. OFFICE OF CAPITAL PLANNING AND DEVELOPMENT. There is hereby created
17 an office of capital planning and development within the department of execu-
18 tive administration. The administrator of the office shall report directly to
19 the director of executive administration. The functions of the office of cap-
20 ital planning and development shall be to:

21 1. Oversee the development of long-range, non-parks capital planning
22 for county agencies. This activity shall include:

23 a. Formulating guidelines for the development of facility master
24 plans and program plans;

25 b. Formulating guidelines for the use of life cycle cost analysis in
26 all phases of the capital process;

27 c. Ensuring conformity of facility master planning with approved
28 operational master plans, and facility program plans with approved facility
29 master plans;

30 d. Making periodic reviews of the county's space and construction
31 standards and recommending changes as necessary;

1 e. Providing technical assistance to agencies during the planning
2 phases of CIP projects.

3 2. Provide assistance to the office of financial management in develop-
4 ing the executive budget for CIPs.

5 3. Manage approved above grade, non-park CIP projects to ensure their
6 completion on schedule, within adopted budgets, and consistent with approved
7 facility program plans. Management activities shall include:

8 a. Contract administration;

9 b. Acting as the county's representative during design and
10 construction;

11 c. Budget management of approved projects;

12 d. Providing advisory services and/or feasibility studies to projects
13 as required and for which there is budgetary authority;

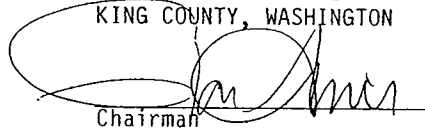
14 e. Coordinating with the involved agencies to facilitate the comple-
15 tion of approved projects.

16 4. Provide staff support to the King County design commission to con-
17 sist primarily of technical assistance in the consultant selection process,
18 preparing meeting agenda, and recording proceedings of design commission
19 meetings.

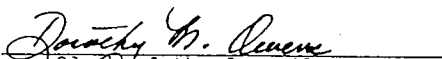
20 INTRODUCED AND READ for the first time this 13th day of
21 February, 1989

22 PASSED this 30th day of May, 1989


23 KING COUNTY COUNCIL
24 KING COUNTY, WASHINGTON

25 
26 Chairman

27 ATTEST:

28 
29 Clerk of the Council

30 APPROVED this 8th day of June, 1989.

31 
32 King County Executive
33