

GENERAL GOVERNMENT CAPITAL IMPROVEMENT PROGRAM

Introduction to Program, Goals and Highlights

The General Government Capital Program proposed for 2009 includes the following five categories:

- Facilities including major maintenance and elections facility acquisition: \$37.5 million
- Technology projects: \$10.4 million
- Long term leases: \$28.4 million (lease space costs are budgeted in operating budgets and transferred to a capital budget for payment to lessors)
- Housing projects: \$40.1 million (see the Department of Community and Human Services section of the operating budget book for a discussion of housing project budgeting)

The budget development methodology and project descriptions for technology projects and facility projects are provided below.

Technology Project Prioritization Methodology

The information technology (IT) projects included in the 2009 Executive Proposed Budget have been evaluated with a structured review process to validate alignment with the county's Strategic Technology Plan investment criteria: evaluate the value propositions, and assess project and operating risks. The IT review included initial conceptual presentations and provided early Chief Information Officer (CIO) direction for budget submittals. The review of IT budget requests was coordinated with the county's Technology Governance committees and was presented to the CIO for recommendations.

There are four primary goals used to categorize IT projects:

- Accountability
- Customer service / accessibility
- Efficiency
- Risk management

Each IT project is categorized by a primary goal alignment. The evaluation of each project is based on the potential achievement of meeting the stated measurable business objectives and specific benefits aligned with the primary goal. The review process includes an evaluation of project and operating risks, plan of work, approach, and timeline.

This review also yields a high level understanding of the significant technical aspects of the proposed IT project such as architecture and interoperability, effect on current IT environment, alternatives, and feasibility. This analysis forms the basis for the establishment of specific CIO recommendations and conditions concerning the governance requirements for each project.

IT projects aligned to the primary goal of efficiency are evaluated based on the completion of a Cost/Benefit Analysis (CBA). The CBA uses a Net Present Value (NPV) method of comparing future cash flows expected from an IT investment to the expected cash outflow of the investment.

Consistent with Motion 12356 approving the countywide methodology for identifying, validating, capturing and reporting on cost savings opportunities from information technology (IT) efficiency projects, the 2009 Executive Proposed Budget includes budget reductions to operating budgets where IT projects have been completed and have resulted in operating efficiency benefits that can be captured as budget reductions.

Facilities Project Prioritization Methodology

The Facilities Management Division’s major and strategic initiative projects are numerically scored on the following weighted criteria:

Criteria	Weight
Targets a critical, long-term policy need	2
Adequacy of existing facilities to meet long term needs	3
Targets an essential service or program	3
Fulfills a programmatic need identified in an OMP or FMP	2
Improves service delivery of agency or enhances agencies revenue	2
Addresses a life-safety risk	3
Maintains minimum operational standards of an ongoing program	2
Implementation of project is critical	3

Each project is given a score for each criterion and then ranked based on the final score.

Major Maintenance Prioritization Methodology

The Facilities Management Division prioritizes all projects from the major maintenance financial model scheduled for replacement in the current six year plan based on a three level rating system. The first cutoff level is the scheduled replacement year. The second level is based on the importance of the building based on the following order: a) detention, b) sheriff and public health facilities, c) office and court building, and d) warehouses and other building types. The third level is based on the building systems which are ranked in the following order: a) improves safety, b) preserves facility integrity, c) achieves operational efficiencies, and d) improves facility appearance.

General Fund Agency Project Requests Prioritization Methodology

The General Fund Agency projects are prioritized by an Advisory Committee that has members from the Sheriff’s Office, Department of Adult and Juvenile Detention, Department of Judicial Administration, Superior Court, Public Health, and District Court. This committee meets several times to review health/life safety or projects that would yield a short-term payback. Following briefings, each department ranks all of the projects. Regardless of priority, each department’s number one priority is submitted for final consideration.

The General Government Capital Program is funded by a variety of sources including the General Fund, capital fund balances, and bond funding.

General Government Technology and Facilities Capital Projects

Agency	Project Name	2009 Executive Proposed	Existing Project
Facilities			
FMD	KC Animal Shelters Interim Repairs	\$ 1,219,723	
FMD	Accessibility Project Allocation	\$ 200,000	X
Technology			
DES	REALS - Electronic Records Management System	\$ 1,236,495	X
	Emergency Radio System (ERS) Equipment		
OIRM	Assessment & Proposal Planning	\$ 339,966	X
OIRM	Executive Branch IT Reorganization	\$ 2,998,586	X
OIRM	Novell to Windows	\$ 331,373	
OIRM	South Loop Microwave	\$ 2,959,269	
Various	General Fund IT Equipment Replacement	\$ 1,074,172	
DDES*	Permit Integration	\$ 1,417,295	X
Totals			
Facilities		\$ 1,419,723	
Technology		\$ 10,357,155	
Total		\$ 11,776,878	

* This project is referenced in the Physical Environment section of the Executive Proposed Budget

2009 General Government Technology Project Highlights

General Fund Projects:

OIRM: Novell to Windows: \$331,373

This project will implement the migration of county divisions from the Novell Operating System to the Microsoft Windows Operating System. There are three departments (Department of Adult and Juvenile Detention, Department of Community and Human Services and Department of Public Health) in the county that still use Novell as their operating system supporting daily operations. While the Novell technology has been in place for nearly two decades, these departments find themselves as the last Novell users in the county. All other county departments are currently using Microsoft Windows to support daily operations. These remaining departments find themselves at risk from several perspectives, including lack of Novell expertise, and the inability to integrate with some enterprise applications.

Various Agencies: General Fund Agencies IT Equipment Replacement: \$1,074,172

This project funds General Fund IT Equipment Replacement needs. This item centralizes all equipment replacement expenditures supported by the General Fund. Equipment replacement funds have been removed from all General Fund agencies' operating budgets. Funding decisions for Equipment Replacement were made based on agencies' need for IT equipment after a thorough review of all Equipment Replacement Plans submitted by General Fund agencies. These decisions, documented in the Technology Business Plan, show how much appropriation is available for General Fund agencies' IT equipment replacement out of the total amount budgeted in this project.

Non-General Fund Projects:

DES: Records and Licensing Services - Electronic Records Management System: \$1,236,495

This project will implement a central repository for the management and retention of public records. With the implementation of the Electronic Records Management System (ERMS) in the Human Resources Division in 2008, the ERMS Project will enter into a new phase in 2009 as the county-wide phase of deployment of the system gets underway. In addition to supporting the county-wide deployment, the Electronic Records Program will provide ongoing support for agencies as they are brought onto the system, introduce a physical records management component of the ERMS for the County Records Center, implement the ERMS for the management of the web records, continue the ongoing certification of the County's digital imaging systems storing public records (in accordance with WAC 434-663 and RCW 40.14), and provide ongoing education and guidance to county employees on the effective management of public records created, or migrated into electronic format. The 2009 budget request will cover the vendor costs associated with the 2009 deliverables.

OIRM: Emergency Radio System (ERS) Equipment Replacement Assessment and Proposal Planning: \$339,966

This project provides for an assessment and proposal for the replacement of the King County Emergency Radio System (ERS), its supporting infrastructure, and nearly all portable and mobile radios. The ERS is nearing the end of its useful life which is projected for 2011-2013. The primary purpose of the system is to provide emergency radio communications services for all the police, fire, emergency medical services, public school districts and public hospitals within King County. Since the ERS is a shared responsibility between the City of Seattle, King County, Valley Communications Center and the Eastside Public Safety Communications Agency, it will be important to start this assessment and develop a recommended proposal so that all four groups will be able to establish the necessary funds and resources needed to replace this system. This appropriation will fund a Government Relations TLT to coordinate these planning efforts.

OIRM: Executive Branch IT Reorganization: \$2,998,586

This project will implement a new organizational structure for King County information technology that will enable improved information technology (IT) services and more efficient IT operations. King County lacks coordinated organization structures to support countywide IT functions and technologies, suffers from a proliferation of servers, and has little IT performance management information. The IT Reorganization program, started in 2007, was established to address these problems. In Phase 1, involving only the Executive branch, this program will implement the consolidated IT organization for Executive branch departments as described in the *Executive Recommendation on IT Reorganization* report, March 2006, *Business Case for IT Reorganization*, June 2006, and *IT Reorganization Transition Work Plan*, June 2006. There are five major initiatives within the program: organization transition; enterprise architecture (originally combined with organization transition); service desk (also called service center build out); server consolidation; and workstation standardization.

OIRM: South Loop Microwave: \$2,959,269

This project will replace half of the microwave equipment utilized in the Regional Emergency Radio System, known as the "South Loop." The South Loop consists of 19 sets of microwave transmission equipment that act as the signal transportation back bone for the 800 MHz Emergency Radio System. This equipment supports interoperable communications between local, state and federal jurisdictions and is a key component in the operation of the 800 MHz Emergency Radio System. The work is expected to be a combination of contracted installers

(primarily for tower work) and qualified internal forces. Replacement of the microwave system should slightly decrease overall operations and maintenance costs by replacing the old and functionally obsolete system, which has reached its bandwidth capacity, with a new, robust system.

2009 General Government Facilities Project Highlights

Accessibility Project Allocation: \$200,000

This is an on-going project that enables the County to improve buildings to conform to Title II of Americans with Disabilities Act (ADA). The project provides for surveys of the facilities FMD manages to identify physical barriers for gaining access to the facilities and associated services, together with construction modifications to eliminate identified barriers. To date all facilities have been surveyed, and deficiencies prioritized. FMD has several buildings under construction to remediate the level 1 deficiency, and a number of other buildings in the construction document phase. To date there are over 500 separate projects of various size and complexity that will be addressed.

Animal Control Facility: \$1,219,723

This project will fund minor HVAC repairs/improvement needed at the Cat Isolation and Adoption rooms; installation of overhead hose tracks at all the indoor dog runs to help prevent the spread of diseases; upgrade to building finishes to improve disease control; utility hook up for a new sanitary sewer, storm drain and water connection at the north east corner of the site (to serve a new paved outdoor dog run, evaluation area and future dog run expansion); construction of outdoor dog runs and evaluation area; remodel of the adoption/relinquish area to include an exam room and hand washing facilities and improvements to the laundry facility.

Major Maintenance Program: \$13,036,281

The Major Maintenance Program managed by the Facilities Management Division (FMD) provides funds for the periodic replacement and repair of county owned building systems and components on the 34 buildings maintained by FMD. In 2009, the Major Maintenance Program continues the investment in these facilities by funding approximately \$13.03 million in projects in 15 buildings. The budget authority is allocated to the following categories: HVAC – 34%, plumbing-15%, exterior envelope-13%, electrical-12%, interior finishes-10%, site work-3%, Fire protection-2%, equipment-2%, contingency-4%. The General Fund contribution in support of facility major maintenance needs has been reduced by 14%. This departure from the standard 3% increase is a component of the 2009 General Fund deficit reduction package. The 2009 reliance on Major Maintenance Reserve fund balance postpones, by one year, a move away from full funding of the Major Maintenance financial model.

CIP Program Accomplishments and Completion Lists

2007 Completed Projects

- 395769 Work Source Move and Technology
- 395775 Work Source Relocation and Tenant Improvements

2008 Projects Planned for Completion

- 395549 Record and Elections Planning
- 395610 ADA Improvements
- 395620 Blackriver Lighting Retrofit

395759 Server./Teledata HVAC Upgrade
395814 YB Floor 2 DAJD Remodel
395610 ADA Improvements Phase 1