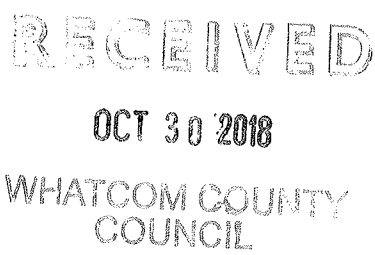


**WHATCOM COUNTY COUNCIL AGENDA BILL**

NO. 2018-319

<b>CLEARANCES</b>	<b>Initial</b>	<b>Date</b>	<b>Date Received in Council Office</b>	<b>Agenda Date</b>	<b>Assigned to:</b>
Originator:	MDC	10/25/18		11/07/18	Introduction
Division Head:				11/20/18	Finance, Council
Dept. Head:					
Prosecutor:	KNF	10/25/18			
Purchasing/Budget:	BB	10/25/18			
Executive:	TRB Foley	10/29/18			

**TITLE OF DOCUMENT:**

Ordinance Establishing the Law Library/Elections Remodel Fund and Establishing a Project Based Budget to Remodel the Law Library/Elections Space

**ATTACHMENTS:**

1. Ordinance
2. Exhibit A

SEPA review required? ( ) Yes ( x ) NO  
 SEPA review completed? ( ) Yes ( x ) NO

Should Clerk schedule a hearing? ( ) Yes ( x ) NO  
 Requested Date:

**SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:** (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

Requesting Council approval for establishing the Law Library/Elections Remodel Fund and establishing a project based budget of \$331,000 . The fund will be used to account for the revenues and expenditures related to the remodel of the Law Library and Elections Center space.

**COMMITTEE ACTION:**

**COUNCIL ACTION:**

11/7/2018: Introduced 7-0

**Related County Contract #:**

**Related File Numbers:**

**Ordinance or Resolution Number:**

**Please Note:** Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County's website at: [www.co.whatcom.wa.us/council](http://www.co.whatcom.wa.us/council).

PROPOSED BY: Executive  
INTRODUCTION DATE: 11/07/18

ORDINANCE NO. \_\_\_\_\_

**ORDINANCE ESTABLISHING THE LAW LIBRARY/ELECTIONS REMODEL FUND AND  
ESTABLISHING A PROJECT BASED BUDGET TO REMODEL THE LAW  
LIBRARY/ELECTIONS SPACE**

**WHEREAS**, the Auditor's Elections division needs additional space for ballot processing in a cohesive and connected layout; and

**WHEREAS**, the space currently occupied by the Law Library is a preferable space for the Elections program; and

**WHEREAS**, the Law Library is able to decrease its print collection and transition to more digital legal resources and therefore relocate to a smaller space; and

**WHEREAS**, funding is available from Real Estate Excise Tax Fund I for this project; and

**WHEREAS**, Section 6.80 of the Whatcom County Home Rule Charter allows for project-based capital budget appropriation ordinances that lapse when the project has been completed or abandoned or when no expenditure or encumbrance has been made for three (3) years,

**NOW, THEREFORE, BE IT ORDAINED** by the Whatcom County Council that a new fund is hereby established effective November 20, 2018 titled Law Library/Elections Remodel Fund. This fund shall be used to account for the revenues and expenditures related to remodeling the current Law Library and Elections Center space, and

**BE IT FURTHER ORDAINED** by the Whatcom County Council that the Law Library/Elections Remodel Fund is approved as described in Exhibit A with a project budget of \$331,000.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WASHINGTON

\_\_\_\_\_  
Dana Brown-Davis, Council Clerk

\_\_\_\_\_  
Rud Browne, Chair of the Council

APPROVED AS TO FORM:

( ) Approved      ( ) Denied

  
Civil Deputy Prosecutor

\_\_\_\_\_  
Jack Louws, County Executive

Date: \_\_\_\_\_

**Supplemental Budget Request**

Status: Pending

**Administrative Services**

**Facilities Management**

Suppl ID # 2657

Fund

Cost Center

Originator: Rob Ney

Expenditure Type: One-Time

Year 2 2018

Add'l FTE

Add'l Space

Priority 1

**Name of Request: Law Library/Elections Flip**

**X**



**Department Head Signature (Required on Hard Copy Submission)**

10/23/18

**Date**

Costs:	Object	Object Description	Amount Requested
	7350	Buildings & Structures	\$331,000
	8301.326	Operating Transfer In	(\$331,000)
	<b>Request Total</b>		<b>\$0</b>

**1a. Description of request:**

The Auditor's Elections division needs additional space for ballot processing, in a cohesive and connected layout. The space currently occupied by the Law Library is an appropriate alternative space for the Elections program. It is intended these two uses trade spaces, allowing the Elections to have a larger consolidated space. Conversely, the Law Library must be downsized and utilize a book shelving system to keep materials available in a more efficient manner.

This project based budget proposal will allow Facilities to build out these two spaces, in a tight time frame between elections. Certain long lead items need to be procured in advance to facilitate this tight schedule. The project based budget allows for this schedule.

**1b. Primary customers:**

The Auditor and the Law Library staff, as well as patrons of the Law Library.

**2. Problem to be solved:**

Facilities needs spending authority to execute the two projects, spanning two different budget years. The project based budget approach allows this to occur.

**3a. Options / Advantages:**

This is the only option to execute the scope of work.

This allows the Facilities staff to obtain permits, procure the library shelving units (long lead item) and be queued up for an immediate execution of the project after the February election.

**3b. Cost savings:**

Facilities staff is going to "General" these projects, savings the overhead and mark up of a General Contractor (approximately 10-20%).

**4a. Outcomes:**

The Law library would be moved to a smaller temporary space to accommodate the Elections tenant improvement after the February Election. Once complete and the current Elections space vacated the new tenant improvement for the Law Library would commence.

**4b. Measures:**

Both projects will be executed on-time and within budget.

Executing the two projects on time and within budget.

**5a. Other Departments/Agencies:**

This project will impact both departments during the construction period, as well as other occupants of the

# Supplemental Budget Request

Status: Pending

---

**Administrative Services**

**Facilities Management**

---

Suppl ID # 2657

**Fund**

**Cost Center**

**Originator: Rob Ney**

basement of the Courthouse.

IT has the most potential to be impacted. However, the IT division is part of this planning team and is fully aware of potential impacts.

**5b. Name the person in charge of implementation and what they are responsible for:**

Rob Ney

**6. Funding Source:**

REET I





# Cost Estimate Law Library

10-Oct-18

Whatcom County Facilities Managment  
316 Lottie St.  
Bellingham WA, 98225  
360-778-5360

Cost Center	Location	Type of Work				
	Courthouse	Remodel				
Quantity	Description	Status	Material Price	Labor Price	Estimate Budget	Actual Cost
1	Engineers/Architects					
1	Purchase Mobile Shelving (incl installation)		\$ 100,000.00		\$ 100,000.00	
1	Patching and Painting		\$ 1,500.00		\$ 1,500.00	
1	Demo, Framing & Drywall/Windows		\$ 10,000.00		\$ 10,000.00	
1	Demo/Breakdown of existing shelves		\$ 1,200.00		\$ 1,200.00	
1	Door Hardware		\$ 1,000.00		\$ 1,000.00	
1	Desks & Furniture		\$ 11,000.00		\$ 11,000.00	
1	Ceiling & T-Bar		\$ 1,000.00		\$ 1,000.00	
1	Flooring repair		\$ 1,200.00		\$ 1,200.00	
1	Data Drops		\$ 9,000.00		\$ 9,000.00	
1	Electrical Demo & New Install		\$ 6,500.00		\$ 6,500.00	
1	Building Permit		\$ 2,600.00		\$ 2,600.00	
1	HVAC		\$ 1,500.00		\$ 1,500.00	
1	Packing Supplies for books		\$ 600.00		\$ 600.00	
2	Doors (prehung) match existing		\$ 3,000.00		\$ 6,000.00	
1	New Computers		\$ 5,200.00		\$ 5,200.00	
1	Additonal carrel's & desks		\$ 3,500.00		\$ 3,500.00	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
<b>County Labor</b>			<b>Hours</b>	<b>Loaded Rate</b>		
	Administration			\$ 70.00	\$ -	
	Special Project Manager		25	\$ 60.00	\$ 1,500.00	
	Technical Specialist - Carpenter		60	\$ 60.00	\$ 3,600.00	
	Technical Specialist - Electrician		40	\$ 65.00	\$ 2,600.00	
	Technical Specialist - HVAC		8	\$ 65.00	\$ 520.00	
	Maintenance Technician		50	\$ 47.00	\$ 2,350.00	
	Custodian			\$ 45.00	\$ -	
	Jail Crew (8 hr day)		10	\$ 350.00	\$ 3,500.00	
			<b>SUBTOTAL</b>		\$ 175,870.00	\$ -
			<b>SALES TAX</b>	0.087	\$ 14,076.600	\$ -
			<b>CONTINGENCY</b>	20%	37,989.32	
				<b>Rounding</b>	271.64	
			<b>TOTAL</b>		\$ 228,207.56	\$ -