

# King County Auditor's Office

Kymber Waltmunson, King County Auditor



King County

DATE: September 14, 2015

TO: Metropolitan King County Councilmembers

FROM: Kymber Waltmunson, King County Auditor

SUBJECT: Follow-up on Capital Projects Oversight Final Oversight Report on Data Center Relocation Project

The County Executive has strengthened policies and procedures for lease authorization from our Capital Projects Oversight Program's 2011 final oversight report on the Data Center Relocation Project. Based on one of the lessons learned we identified in the project, we recommended that the County Executive evaluate the adequacy of its policies and procedures for lease acquisition and amendments. Our review of the County Executive's current lease approval process indicates that the improvements made since the time of our recommendation are adequate for preventing the county from acquiring leases or amendments without sufficient justification or review.

We reviewed only one audit recommendation in this follow-up. Details on the status of its implementation is below. The County Executive has also implemented another recommendation related to leasing. Please see our Ninth and Jefferson Building Project follow-up for more information.

<b>DONE</b>	1	Recommendation has been fully implemented Auditor will no longer monitor
<b>PROGRESS</b>	0	Recommendations are in progress or partially implemented Auditor will continue to monitor
<b>OPEN</b>	0	Recommendations remain unresolved Auditor will continue to monitor

## Implementation Status as of September 2015

#	Quick Status	Recommendation	Status Detail
1	<b>DONE</b>	The Executive should evaluate the adequacy of its policies and procedures for authorizing lease acquisitions and amendments.	The County Executive has improved its policies and procedures for authorizing lease acquisitions and amendments. In 2013, Facilities Management Division (FMD) worked with the Prosecuting Attorney's Office (PAO) and council staff to streamline the county's lease approval process. As part of the effort, FMD created a standard space request form that requires a requesting agency to justify its request, state relevant considerations, and address impact on county strategic goals and priorities. FMD also established a routine triage process to evaluate each request, identify the best option, and proceed with actions. In addition, FMD worked with PAO and the County Council to use standardized legislation templates for lease agreement and amendments. Because the current lease authorization process has incorporated requirements to justify and review lease acquisitions and amendments, the County Executive's efforts have addressed the intent of this recommendation.

Chelsea Lei, Management Auditor, and Tina Rogers, Capital Projects Oversight Manager, conducted this review. Please contact Chelsea at 477-6523, or Tina at 477-1036 if you have any questions about the issues discussed in this letter.

cc: Dow Constantine, King County Executive  
Fred Jarrett, Deputy County Executive  
Rhonda Berry, Assistant Deputy County Executive  
Dwight Dively, Director, Office of Performance, Strategy and Budget  
Caroline Whalen, Director, Department of Executive Services (DES)  
Ken Guy, Director, DES, Finance & Business Operations Division (FBOD)  
Eunjoo Greenhouse, Interim Deputy Director, DES, FBOD  
Anthony Wright, Director, DES, Facilities Management Division  
Anne Noris, Clerk of the Council  
Shelley Harrison, Administrative Staff Assistant, King County Executive Office